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ABSTRACT

This document presents guidelines for the subject cataloging and classification of hospital library materials with emphasis placed on using the National Library of Medicine's Medical Subject Headings (MeSH) and the National Library of Medicine Classification. Following an introduction, the guidelines are divided into 10 major sections: (1) descriptive cataloging of books, including main entry, body of the card, and added entries; (2) subject cataloging of books, including subject heading lists, use of MeSH, subject authority file, subject headings for persons and places, subheadings, and revision of subject headings; (3) classification of books; (4) serials, including descriptive and subject cataloging and classification; (5) catalog card set, including main entry card, bibliographic added entry cards, subject added entry cards, and shelf list card; (6) sources of cataloging information, including preprinted catalog cards and sources for copy cataloging; (7) catalog card reproduction; (8) filing catalog cards; (9) cataloging statistics; and (10) labeling books and journals. A list of full bibliographic and ordering information for all publications mentioned in the text is appended. (THC)

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CATALOGING
POLICIES AND PROCEDURES
FOR THE HOSPITAL LIBRARY

. Third edition by

ELAINE GRAHAM

PSRMLS
Biomedical Library
University of California, Los Angeles
3rd edition
1982

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INTRODUCTION

INTRODUCTION

The card catalog is the key to the library. It is an alphabetic index, generally done on 3 x 5 cards, listing the contents of the collection, i.e., the books, journals and audiovisual materials owned by the library. The reader can discover if an item is in the collection and the physical location of that item in the library. The librarian can use it as a selection tool since it shows what subjects are already in the collection. The card catalog is updated as new items are added to the collection and weeded as older materials are withdrawn or lost.

The reader can learn the following information from the card catalog:

Who wrote the book?

What is it called?

When was it published? By whom? Where?

Is it a part of a larger series of books on a general subject?

What edition is available in the collection?

Does it contain illustrations? How many pages long is it?

Where is it shelved in the library?

What subjects does it contain?

The transcription of this information from the book to the catalog card is the cataloging process. It consists of three stages: descriptive cataloging, subject cataloging, and classification. Descriptive cataloging is the process of determining the bibliographic facts about the item: the author, title, publisher, etc. and interpreting the cataloging rules to incorporate this information in a uniform, consistent manner onto the catalog card. Subject cataloging is the analysis of the subject matter of the book and the representation of

these topics on the catalog card by one or two word phrases selected from a subject authority list. Classification is the process of grouping items on similar subjects together so they may be shelved in one location in the library. Since all of this information appears on each card for every item, the reader may know only the author or the title or the subject matter of a book and locate the appropriate card in the catalog to learn its complete bibliographic information, subject description, and location within the library.

The rules for descriptive cataloging are drawn from the *Anglo-American Cataloging Rules*, 2nd edition, 1978. The guidelines on subject cataloging and classification follow accepted library practice, with emphasis on using the National Library of Medicine's *Medical Subject Headings* and the *National Library of Medicine Classification*. Full bibliographic and order information for these and other publications mentioned in the text are listed in the Appendix.

Before embarking upon cataloging the library collection, please refer to Chapter 6: "Sources of Cataloging Information." Chapters 1 through 5 provide instructions for cataloging and assistance in understanding the cataloging and classification process. However, be aware that cataloging information, or "copy" as it is called, may already be available for many books. If you can locate a source of cataloging copy, you can save the time and effort involved in deriving the cataloging information yourself. If you cannot locate cataloging copy for an item, then follow the instructions in Chapters 1 through 5. You will want to familiarize yourself with these chapters in any case in order to understand the underlying principles of organizing and providing access to the library collection. *Cataloging Policies and Procedures for the Hospital Library* does not specifically cover the cataloging of audiovisual materials, although the same guidelines presented for printed books and journals can be applied. For specific information on the cataloging and classification of audiovisual materials, please refer to the PSRMLS manual, *Principles of Managing Audiovisual Materials and Equipment*, Chapter 7: "Technical Services."¹

¹ *Principles of Managing Audiovisual Materials and Equipment*, 2nd ed. Los Angeles: University of California, Biomedical Library, Pacific Southwest Regional Medical Library Service, 1983.

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CHAPTER 1: DESCRIPTIVE CATALOGING OF BOOKS

The purpose of completing descriptive cataloging for a separately published book is to identify the item and distinguish it from other books and also from other editions of the same book. Descriptive cataloging may be divided into three areas:

1. *main entry* --the primary identification of the work (in conjunction with the title); consists of the name of the individual or group that is primarily responsible for the creation of the work, or, if there is no such individual or group, of the title alone.
2. *body of the card* --bibliographic and physical description of the book, i.e. the title, number of pages, etc.
3. *bibliographic added entries* --identification of other bibliographic elements by which the user might know the book, i.e. second author, title, series, etc.

The information for the descriptive cataloging of a book is generally found within the book itself. You need to closely examine the title page (see example on p. 4), the backside or verso of the title page, the table of contents, the introduction and preface, if there are these elements, as well as the volume itself. The primary source of information for the title and statement of responsibility or authorship is the title page. The primary source for the edition statement and the publication area is anywhere between (and including) the cover and the verso of the title page. Other parts of the description can be provided from anywhere in the book. Traditionally any information taken from other pages of the book is bracketed to indicate it did not come from the primary source of information. This is not essential for the hospital library; However, you will see it on modern as well as traditional catalog cards.

1.1. MAIN ENTRY

1.1.1. Choosing the Main Entry

If one person is responsible for the intellectual content of the book, choose that person as the main entry. If there are two or three individuals who jointly wrote the book, select the one who is indicated on the title page as having the major responsibility; failing that, select the first name listed on the title page. If more than three people wrote the book, and no one is indicated as having the major responsibility, select the title as the main entry.

INFORMATION ON THE CATALOG CARD

Call Author's last name, first name
Number Title / Statement of responsibility. --
Edition. -- Place of Publication : Publisher,
Date.
Number of Pages. : Illustrations. -- (Series
name and number)

Note.

1. Subject Heading 2. Subject Heading
I. Second author II. Title III. Series

WG Goldberger, Emanuel
205 Treatment of cardiac emergencies / Emanuel
G618t Goldberger. -- 3rd ed. -- St. Louis : Mosby,
1982 1982.
ix, 416 p. : ill.

1. Emergencies 2. Heart Diseases--therapy
I. Title

When a book is a collection of writings by a number of people which has been assembled by an editor, the title is usually selected as the main entry. However, if the work started out as a work of personal authorship, and the original author's name is still included in the title, choose the original author as the main entry, and make added entries for the editor or editors of the present edition. A "corporate body" is an institution, society, association, or government body. If the book you are cataloging is of an administrative nature (e.g. it describes the internal policies of the body, or is a membership directory), or if it contains official positions or recommendations of the body (e.g. the report of a committee), choose the corporate body as the main entry. If you are not sure, do *not* choose the corporate body. Instead, choose a person or the title as the main entry, following the rules above, and make an added entry for the corporate body.

If several levels of the organization's hierarchy are listed on the title page, select the smallest distinctive group responsible for the book.

EXAMPLE: U.S. Dept. of Health, Education and Welfare,
National Institutes of Health, National
Cancer Institute, Division of Cancer
Biology and Diagnosis.

Choose the Division of Cancer Biology
and Diagnosis as the main entry.
(See 1.1.2. for the form of name to use
for the Division).

If the book you are cataloging consists of the papers delivered at a conference, congress, workshop, or seminar, look to see if the name of the conference is given somewhere between (and including) the cover and the back of the title page. If it is, choose the conference as the main entry. If it is named only in the preface or introduction, for example, choose the title as the main entry, and make an added entry for the conference. (See main entry examples, pp. 7-10.)

TITLE PAGE

EMOTIONAL CARE OF HOSPITALIZED CHILDREN

An Environmental Approach

Second Edition

MADELINE PETRILLO, R.N., M.Ed.

Director of Pediatric Nursing
Memorial Sloan-Kettering
Cancer Center, New York

and

SIRGAY SANGER, M.D.

Director, Parent-Child Program
St. Luke's Hospital, New York

J. B. LIPPINCOTT COMPANY
PHILADELPHIA • TORONTO



VERSO OF TITLE PAGE

Second Edition

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1.1.2. Forms of Name for Main and Added Entries

When you are making an entry for a person, type the last name first, and then the first name and initial or middle name. If the author's name is in several forms, choose the form that appears most frequently on the title pages of his/her books. If you have two authors with the same name, you may also include the author's date of birth (and of death, if applicable), to differentiate between the two. This follows the author's name on the first line of the card. This practice is not necessary in most hospital libraries; however, you will see these dates on the cards you purchase (see the chapter on Sources of Cataloging Information, p. 58).

Ignore academic or professional degrees (Ph.D., M.D., etc.) and positions held (Chief of State, Professor), but retain titles of nobility.

EXAMPLE: Osler, William, Sir, 1849-1919.

If a corporate body has a distinctive name, enter it directly under its own name.

EXAMPLE: National Cancer Institute (U.S.)
(Note: U.S. is added in parentheses after the name to distinguish it from the cancer institutes of other countries.)

If a corporate body does not have a distinctive name, enter it under the first element of the hierarchy which does have a distinctive name.

Example: National Cancer Institute (U.S.).
Division of Cancer Biology and Diagnosis.

Enter a congress under the name of the congress, followed by the number (if applicable), date, and place in parentheses.

Examples: International Congress on Hematology
(3rd : 1980 : Madrid, Spain)

Conference on Pediatric Pharmacology
(1979 : Washington, D.C.)

The main entry is typed on the fourth line down from the top of the 3 x 5 card, beginning at the 10th space from the left edge of the card. When the main entry is a person or corporate body, you may wish to capitalize the last name of the author or the entire corporate body to distinguish it from the other information on the card as the main entry. Corporate main entries may run longer than one line of the 3 x 5 card.

If so, indent the second line 2 more spaces (12th space from the left edge.)

Cards with title main entries are typed with what is known as a "hanging indentation." This means that the title begins 10 spaces from the left margin, as with the author entry, but the balance of the information is indented twelve spaces from the left margin. Only the notes and tracings are typed exactly as on cards with single author main entries (see examples on pp. 7-10).

MAIN ENTRY

AUTHOR

WY Farrell, Jane
157.6 Illustrated guide to orthopedic nursing /
F245I Jane Farrell. -- 2nd ed. -- Philadelphia :
1982 Lippincott, c1982.
xii, 403 p. : ill.

1. Orthopedics--nursing I. Title

AUTHOR (two authors)

W Carreno, Josephine
13 Spanish, practical communication for health
C314s professionals / Josephine Carreno, Diane
1982 Larson. -- 2nd ed. -- Garden City, N.Y. :
Medical Examination Pub. Co., 1981.
314 p. : ill.
Previous ed. published in 1974 as: Spanish
for hospital personnel.

1. Dictionaries, Medical--Spanish
2. Personnel, Hospital--education
3. Philology--Spanish I. Carreno, Josephine.
Spanish for hospital personnel II. Larson,
Diane III. Title

MAIN ENTRY (CONTINUED)

AUTHOR (original author)

WB Harrison, Tinsley Randolph
100 Harrison's Principles of internal
H248p medicine. -- 9th ed. / editors, Kurt J.
1980 Isselbacher ... [et al.]. -- New York :
McGraw-Hill, c1980.
xxviii, 2073 p. : ill.

1. Internal Medicine I. Isselbacher,
Kurt J. II. Title III. Title: Principles
of internal medicine

CORPORATE BODY

W American College of Physicians
22 Biographical directory of the American
DA1 College of Physicians. -- 1979-
A47d New York : Bowker.
v.
Continues: Directory - American College of
Physicians.
For volumes in the library see the Serials
Holdings List.

1. Physicians--Canada--directories
2. Physicians--United States--directories
I. Title

MAIN ENTRY (CONTINUED)

CONFERENCE (prominently named)

- QH International Chromosome Conference (7th :
600 1980 : Oxford, Oxfordshire)
I61 Proceedings of the Seventh International
1980 Chromosome Conference : held in Oxford, England,
 26-31 August 1980 / editors, M.D. Bennett,
 M. Bobrow, G. Hewitt. -- London ; Boston :
 Allen & Unwin, c1981.
 xxiii, 310 p. : ill. -- (Chromosomes today ;
 v. 7)
1. Chromosomes--congresses I. Bennett, M. D.
II. Bobrow, M. III. Hewitt, G. IV. Title
V. Series

TITLE (more than three authors)

- WU Operative dentistry / H. William Gilmore ...
300 et al. -- 4th ed. -- St. Louis : Mosby,
061 1982.
1982 ix, 379 p. : ill.

1. Dentistry, Operative I. Gilmore,
H. William

MAIN ENTRY (CONTINUED)

TITLE (collection by an editor)

WS Pediatric cardiac dysrhythmias / edited by
290 Paul C. Gillette, Arthur Garson, Jr. --
P3705 New York : Grune & Stratton, c1981.
1981 xvi, 474 p. : ill. -- (Clinical cardiology
monographs)

1. Arrhythmia--in infancy and childhood
2. Electrophysiology--in infancy and childhood
3. Heart--physiology I. Gillette, Paul
Crawford II. Garson, Arthur III. Series

TITLE (does not fall under rules for corporate main entry)

QZ Compilation of experimental cancer therapy
266 protocol summaries / a service of the
C737 International Cancer Research Data Bank in
1981 collaboration with the Division of Cancer
Treatment. -- 5th ed. -- Bethesda, Md. :
Public Health Service, National
Institutes of Health, 1981.
x, 592 p. -- (NIH publication ; no. 81-1116)

1. Neoplasms--therapy 2. Medical Research
- I. International Cancer Research Data Bank
- II. National Cancer Institute (U.S.). Division
of Cancer Treatment. IV. Series

1.2. BODY OF THE CARD

1.2.1. Title and Statement of Responsibility Area

Copy the title as it appears on the title page of the book. Capitalize only the first word and proper names. Include the subtitle, if present, separating it from the main title with a colon. The title begins on the 12th space on the line below the main entry. When the title and subtitle run more than one line, begin the second line and all subsequent lines in the body of the card on the 10th space from the left hand edge of the card. Close this area with a space followed by a slash.

Examples: Principles of nursing care /
Mental health centers : a county and
metropolitan area data book /
Clinical urology /

Following the title area is the statement of responsibility or authorship. Give the author's name as it appears on the title page. If there are two or three authors, list all of them as they appear on the title page immediately following the title. Type a comma between the authors' names if a connecting word such as "and" does not appear on the title page. Close this area with a period, space, dash, dash, space.

Examples: Pediatric therapy / Sara D. James and Ronald T. Smith. --
Muscular development in adolescents / John M. Sirnoff,
Joseph A. Banks. --

If there are more than three authors, list the first author after the title and indicate the others by inserting the mark of omission (...) and the phrase "and others" or "et al," traditionally bracketed because it is supplied by the cataloger.

Example: The feeding of infants / by Susan K. Jones ... [et al.]. --

1.2.2. Edition Area

The edition (if other than the first) may be indicated on the title page or the verso of the title page. List the information as given, using the abbreviations 2nd, 3rd, 4th, etc. and "ed." If the book is a revised edition, indicate this by the abbreviation "rev." The edition statement begins one space after the dash following the title and author statements. Close this area with a period, space, dash, dash, space.

Example: Clinical urology / Bernard T. Kerr and
 Bruce L. Soto. -- 6th ed. --

1.2.3. Publication Area

The publication area includes the place of publication, the name of the publisher and the date of publication and/or the copyright date. The publication area begins one space after the final dash of the edition statement. Separate the place of publication by a space, colon, space from the name of the publisher. Separate the publisher and the date of publication by a comma and close the area with a period.

1.2.3.1. Place of Publication

Use the first listed place of publication if more than one U.S. city is named. When the U.S. city is the second named place, list the foreign city and the U.S. city, separating them by a space, semi-colon, space. Include the names of states or foreign countries if there might be confusion. Abbreviate the names of states.

Example: Springfield, Ill.
 Springfield, Mass.

Example: London London ; New York
 New York

1.2.3.2. Publisher

Give the name of the publisher in the shortest form in which it can be understood. Use only the surnames of major publishers. Omit the initials and terms of incorporation for all publishers.

Example: Saunders
Mosby

1.2.3.3. Date of Publication

Use the latest publication date. If a publication date does not appear in the piece, use the copyright date. Ignore the date of new impressions, printings and reprintings. If no date is found, supply an approximate date followed by a question mark and enclosed in brackets.

Example: Philadelphia : Gimble, 1981.
Chicago : Sutter, 1980[?].

1.2.4. Physical Description Area

This area provides a physical description of the book. It consists of the number of pages in the volume and an indication of illustrations or portraits. The physical description begins on the 12th space on the line below the publication area. If it runs over one line, begin the second line on the 10th space from the left hand edge of the card. Separate the elements with a colon.

1.2.4.1. Pagination

Put the number appearing on the last page of the book followed by a "p." Preliminary paging in Roman numerals (such as the introduction or preface) is listed first.

Example: 1204 p.
xxvi, 42 p.

1.2.4.2. Volumes

When a work consists of several volumes, the pages of each are not noted, but the number of volumes in the set is indicated.

Example: 3 v.

1.2.4.3. Illustrations

This term covers all types of charts, drawings, plates, maps, etc. Use the abbreviation "ill." If the presence of colored illustrations is important to the nature of the book, you may indicate them by using "ill. (some col.)" or "col. ill."

Example: 1204 p. : ill.
3 v. : col. ill.

1.2.5. Series Area

Some books, although complete in themselves, form a part of a series. It may be a general publisher's series such as the McGraw-Hill Nursing Studies Series, which includes nursing textbooks by various authors published by McGraw-Hill. These series may be ignored since they are so general that users do not identify particular books with the series name. The second type of series is a group of books about one subject, each of which usually has an individual title as well as the series title. These series are usually numbered and may or may not be finite. "Exercises in diagnostic radiology" is a numbered series. In this case the user might identify the books in the series by the series name, so you would want to note it on the catalog card.

The series statement follows the pagination in parentheses. Note the two dashes to divide the pagination and series areas.

Example: 1204 p. -- (Exercises in diagnostic radiology ; v. 5)

1.2.6. Note Area

Brief notes can be added on any aspect of the book which is important enough to bring to the reader's attention, particularly when it would help him/her to differentiate this book from others in the collection. Information that would appropriately be included in a note would be mention of an extensive bibliography (more than 25 pages), changes in a title or authorship from one edition to the next, brief contents of a volume in a work of several volumes or an indication that the book is a compilation of journal article reprints. Notes follow the physical description.

WY Wade, F.
 156 Comprehensive respiratory care : physiology
 W119r and technique / Jacqueline F. Wade. -- 3rd
 1982 ed. -- St. Louis : Mosby, 1982.
 ix, 261 p. : ill.

3rd ed. of: Respiratory nursing care. 2nd
 ed. 1977.

1. Lung--physiology 2. Respiratory Tract
 Diseases--nursing I. Wade, Jacqueline F.
 Respiratory nursing care II. Title

1.3. ADDED ENTRIES

The main entry identifies a book in the collection only by the primary author, the name of the congress, etc. The user may not have this information, but does know the title of the book or the name of the second author. In another case, the user may wish to find out what books are available on a particular subject. In order for the user to locate books with this information you need to include a card in your public catalog under the title of the book, the main subject of the book, etc. These are called bibliographic and subject added entry cards. As the names imply, the bibliographic added entry card brings out any piece of information by which the patron might identify the book, while the subject added entry card describes the main topics of the book. While there is no specified number of bibliographic added entries for a book, traditionally added entries are made for:

- (1) the second and third authors (if applicable)
- (2) the title of the book
- (3) the series of which the book is a part (if applicable)
- (4) the first author when the book is entered under title
- (5) other information the cataloger thinks discretely identifies the item

After deciding which added bibliographic entries are needed, follow the guidelines on the form of names appearing in 1.1.2. (p.5). If a person or a corporate body is known by several names and you have had to choose one in order to be consistent, you can make cross references from the other forms if they would file far away in the catalog.

Generally, two or three subject added entries will adequately describe the subject matter of the book. (See the Subject Cataloging section for further information.) Thus, if the book has been written by one author about two subjects, there will be only three added entries. If the book contains the proceedings of a conference edited by several individuals, there may be five or six added entries.

In order for you to keep track of the added entries assigned to a book, you should note each one on the bottom of the master card. Differentiate between the subject and bibliographic added entries by using Arabic numerals for the subject added entries and Roman numerals for the bibliographic added entries. List the subject added entries first, then the bibliographic entries.

When noting the title and/or series do not repeat the entire title or series name, but simply type the word "Title" or "Series" to indicate you made these added entries. Title and series added entries are traditionally the last noted in the bibliographic added entry list. Type the first subject entry 12 spaces from the left edge of the card, two lines below the last line of the body of the card, i.e. the physical description or note. If you need to use a second line, indent only 10 spaces (see examples on pp. 7-10).

An added entry card is created by reproducing the master card and typing the added entry on the line above the main entry. The added entry is usually indented 12 spaces from the left edge. If you have three bibliographic added entries, four subject added entries, and one main entry, you need to reproduce the master card eight times to create a card set (see p. 56 for example). The bibliographic added entries are usually interfiled with the main entry cards in the public catalog. The subject added entry cards are filed in a separate subject section of the public catalog. This division reduces the number of cards a user needs to look through to find the card for a particular book or subject s/he is seeking in the collection. A catalog in which the bibliographic entries are filed separately from the subject entries is known as a divided catalog.

CHAPTER 2: SUBJECT CATALOGING OF BOOKS

Readers often come into the library to request materials on a subject area. Since they do not know a specific author or title, they need to be able to approach the collection through subject terms. A section of the card catalog is thus devoted to subject cards, i.e. a book about pediatrics has a card filed in this section under "Pediatrics." "Pediatrics" is referred to as the subject heading for the book. If the book deals with more than one topic, a subject heading for each important aspect is selected and a card filed under that subject in the subject section of the public catalog. Thus, while a book has only one place on the shelf, there can be as many subject cards in the catalog as needed.

The subject card is a duplication of the master card with the subject term typed above the main entry on the master card. It is often typed in red letters or in capital letters to distinguish it from the bibliographic information following it on the card.

SAMPLE SUBJECT CARD FROM THE SUBJECT SECTION OF THE PUBLIC CATALOG

DIET THERAPY

WB Modern nutrition in health and disease /
400 Edited by Robert S. Goodhart, Maurice E.
M689 Shils. -- 6th ed. -- Philadelphia : Lea &
1980 Febiger, 1980.
 xiv, 1370 p. : ill.

5th ed. entered under R. S. Goodhart.

1. Diet Therapy 2. Nutrition I. Goodhart,
Robert Stanley, ed. II. Shils, Maurice
Edward, ed.

2.1. SUBJECT HEADING LISTS

Medical language is fraught with synonyms, eponyms, and syndrome terms for various organs of the body, disease states and therapies. It is desirable for all books on one topic to be listed under the same subject headings, i.e. books on the measles should all be under measles or rubeola, and not divided between the two terms. To accomplish this you need to maintain a list of terms and cross references among those terms that you have used to describe your collection. This list is called a subject authority list or thesaurus. Published subject thesauri are available to use as references for developing the subject authority list for your library.

Medical Subject Headings (MeSH)

MeSH is compiled by the National Library of Medicine and is an excellent resource for the health sciences library. The reasons it is recommended are:

1. It covers all areas of the health sciences and is updated annually.
2. It was created in conjunction with the NLM classification scheme and is used in the NLM reference tools including *Current Catalog*, *Index Medicus*, and *International Nursing Index*.
3. It is the most commonly used subject list in health sciences libraries, so you and your patrons can easily move from institution to institution and be familiar with the subject cataloging terminology.

MeSH forms part II of the January issue of *Index Medicus*. It is also available separately from the Superintendent of Documents (see Appendix for order information).

If you have a very specialized collection, you may wish to consider a subject list designed especially for that subject matter. Two examples are:

International Nursing Index

The subject authority list for this index includes the nursing terms from MeSH, as well as specialized nursing terms for such areas as nursing education, economics of nursing, etc. It was designed to be used with MeSH so it does not include medical terms, for example, parts of the body or specific disease states. It is revised annually and published in the first issue of the year and in the annual cumulation of the *International Nursing Index*. The *Nursing Thesaurus* may also be obtained from the American Journal of Nursing Company as a separate publication (see Appendix).

Library of Congress

This is a general list incorporating the knowledge of the world. It is best used in conjunction with MeSH Since it does not include as many specific headings for health sciences subjects. If your collection contains life science materials, for example, botanical and zoological books, it is an excellent resource for appropriate subject terms. *Library of Congress: Subject Headings* is available from the Library of Congress (see Appendix).

2.2. USE OF MESH IN SUBJECT CATALOGING

There are two major sections in MeSH: an alphabetical listing of all terms with cross references and a categorized list of all terms. The alphabetical section consists of terms in bold type that are the accepted terms in this authority list and small light type terms that form the cross reference structure among the accepted terms. In addition, each accepted term in the alphabetical list is assigned one or more alpha-numeric symbols which lead the user to the categorized section.

The categorized section is an outline of the subjects in the health sciences with related subjects subsumed under more general topics. For example, Category "C" Diseases is subdivided into bacterial and fungal diseases (C1), Rickettsial and viral diseases (C2), etc. Each of the broad categories is again subdivided until the most specific subjects recognized in this authority list are included in the outline. The categorized section is used to be sure that you have selected the most specific term available to describe the contents of the book.

2.2.1. Selecting MeSH Headings

Carefully reading the introduction to MeSH will provide further insight to the structure of this vocabulary; however, there are several general principles that will aid you in using MeSH effectively.

- 1) Look for a subject only in terms of those words listed in the *Medical Subject Headings* (MeSH).

A book on dizziness cannot be found under Dizziness since this term does not appear in MeSH. The user must try a synonym, in this case the Mesh term VERTIGO.

- 2) Look for a subject where MeSH directs the user in the form of a cross reference.

A book on bacteremia will be found under SEPTICEMIA for MeSH tells the user, "BACTEREMIA see SEPTICEMIA."

- 3) Look for terms related to that which you are seeking by examining the categorized lists of terms. The alpha-numeric codes after the term in the alphabetical list sends you to the category in which you will find many related terms.

A book on liver diseases will be found under LIVER DISEASES (C6.552) but in C6.552 the user will find a categorization of ALL liver disease terms accepted in MeSH, beyond the term LIVER DISEASES: ACUTE YELLOW ATROPHY; FATTY LIVER; HEPATITIS; LIVER ABCESS; LIVER CIRRHOSIS; etc.

- 4) Look for a subject containing a compound concept in an alternate place if you do not find it in the first place: arbitrarily, some terms are direct, some are inverted.

A book on cutaneous tuberculosis is not found under CUTANEOUS TUBERCULOSIS, but under TUBERCULOSIS, CUTANEOUS. Vinyl ether is under VINYL ETHER, not under ETHER, VINYL. For various internal technical or medical reasons, many such decisions for direct or inverted form can only be arbitrary. The user is asked to try both ways.

- 5) Subjects are divided into more specific breakdowns by subheadings (see the list in MeSH). Look for specific aspects of subjects under the subject as divided by its subheadings: do not look under a heading which is an exact duplicate of the subheading.

A book on the radiography of the pancreas is found under PANCREAS--radiography, not under RADIOGRAPHY. A book on the metabolism of glucose is found under GLUCOSE--metabolism, not under METABOLISM. A book on penicillin in the blood is found under PENICILLIN--blood, not under BLOOD. A book on urinalysis in gout is found under GOUT--urine, not under URINE.

- 6) Look for the most specific term.

A book on leishmaniasis is found under LEISHMANIASIS, not under TROPICAL MEDICINE. A book on penicillin is found under PENICILLIN, not under ANTIBIOTICS.

- 7) Look for organs, diseases and physiological processes in persons of various ages under the organ, the disease, or the physiological process, not under the age group.

A book on gout in infants is found under GOUT, not under INFANT. A book on hand injuries in the aged is under HAND INJURIES, not under AGED.

- 8) Look for research in various laboratory animals under the subject of the research, not under the laboratory animal. If the animal is the subject of the book, not just the mechanism for the research, catalog it under the animal.

A book on arthritis induced in rats is found under ARTHRITIS, not under RATS.

- 9) Look for various technics applied to specific research under the specific disease, substance, etc., not under the technic, unless the technic is the *point* of the study.

A book on gamma globulin in syphilis studied electrophoretically is found under GAMMA GLOBULIN-- analysis and SYPHILIS--immunology, not under ELECTROPHORESIS nor BLOOD PROTEIN ELECTROPHORESIS. But a book on the chromatography of amino acids is found under AMINO ACIDS--analysis and also under CHROMATOGRAPHY.

- 10) Look for diseases of various organs under the organ/disease term. If an organ/disease term is not in MeSH, then look under the organ.

A book on intestinal diseases is found under INTESTINAL DISEASES, not under INTESTINES. An article on jejunal diseases is sought under jejunal diseases but since this term does not exist in MeSH, it is found under JEJUNUM and not under INTESTINAL DISEASES (since this is more general).

- 11) Look for diseases caused by various organisms under the organism/infection term. If an organism/infection term is not in MeSH, then consider a disguised classical disease term.

A book on E. coli infection is found under ESCHERICHIA COLI INFECTIONS, not under ESCHERICHIA COLI. A book on Clostridium botulinum infection is not found under CLOSTRIDIUM BOTULINUM, but under BOTULISM. Trypanosoma infection is found under TRYPANOSOMIASIS.

- 12) Look under -ology or -iatics terms only for books on the field or specialty or the -ologist or -iatrist: books on diseases, organs, or patients will not be found here.

A book on dermatological therapy is found under SKIN DISEASES--therapy, not under DERMATOLOGY. Books on dermatology, the field of dermatology, or the dermatologist are under DERMATOLOGY.

- 13) Look for general pathological processes of various organs under the organ or the disease term, not under the general pathological process (necrosis, gangrene, inflammation, fracture, hypertrophy, atrophy, hyperplasia, etc.).

A book on necrosis of the pancreas is found under PANCREATIC DISEASES, not under NECROSIS.

2.2.2. Cross References

The cross reference structure in MeSH helps you to locate the terms that are used to express health science concepts discussed in a book. Many concepts are straightforward so you need only to look in the alphabetical list to ascertain the correct term. Some concepts may be known by several names so it is necessary to determine which name is used in MeSH. Other concepts are divided into more specific subject names or are a part of a broader subject name. In such cases you need to decide if the general term or one of the specific terms best fits your needs. Finally, there may be related topics which did not occur to you when you initially searched for terms. The cross reference structure allows you to identify all the terms that are relevant for subject cataloging a particular book.

The cross reference structure consists of:

SEE--indicates synonymity or closely related terms

Example: Malnutrition
see NUTRITION DISORDERS

The accepted term for use is NUTRITION DISORDERS.

A "see" reference may sometimes refer the user to a "see under" reference, rather than directly to an accepted term. For this reason, the user of MeSH should always consult MeSH for the term to which the "see" refers, before selecting that term. Thus, MeSH indicates: "HORNETS see WASPS see under HYMENOPTERA." HYMENOPTERA is the accepted term. These double references have arisen incidental to certain MeSH changes that were instituted to improve the MEDLINE computer search capabilities.

SEE UNDER--refers the user from a specific term not accepted to the general term that is used.

Example: HOSPITAL RECORDS
see under RECORDS
RECORDS is the accepted term.

SEE RELATED--indicates other terms which you may want to use.

Example: PURCHASING, HOSPITAL
see related EQUIPMENT AND SUPPLIES
Both terms are accepted, but the subjects are different.

The patron uses the cross reference structure in the same way the librarian uses it. To facilitate his/her use of the information you need to include cross reference cards in the subject section of the public catalog so the user does not need to refer to MeSH to find the accepted subject term. You will need to make a cross reference card for all "see" and "see under" references listed under the MeSH terms you select, but only for a "see related" cross reference when you have a book cataloged under each subject. These cards are interfiled with the subject added entry cards in the subject section of the public catalog.

The cross reference term is typed on the 3rd line from the top of the card, six spaces from the left hand edge of the card. Skip two lines, indent 12 spaces and type the instructions, "see" or "see related" or "see under." Skip 2 more lines, move back to the sixth space and type the accepted MeSH term.

SAMPLE CROSS REFERENCE CARD IN THE
PUBLIC CATALOG SUBJECT SECTION

Malnutrition

see

NUTRITION DISORDERS

2.2.3. Tracing Structure

Tracings are a mirror image of the cross reference structure. They allow you to remove all the cross reference cards related to a MeSH term from the subject section of the public catalog. For example, you have used the term NUTRITION DISORDERS to describe a book in your collection. While doing the subject cataloging for this book, you discovered that this term had a cross reference from Malnutrition. You included a cross reference card in the subject section of the public catalog showing "Malnutrition see NUTRITION DISORDERS." You also included a card in your subject authority file under NUTRITION DISORDERS to show you used this term in the public catalog. On this card you trace or type a backwards cross reference to show you have included the cross reference from Malnutrition in the public catalog. You now have a mechanism to jog your memory about the cross references in the public catalog since a few years from now you probably would not remember which synonyms you included as cross references.

is the symbol indicating the tracing for SEE.

Example: NUTRITION DISORDERS
X Malnutrition

This can be read as "Malnutrition see NUTRITION DISORDERS."
The accepted term is NUTRITION DISORDERS.

XU is the tracing for SEE UNDER.

Example: RECORDS
XU Hospital Records

This can be read as "Hospital Records see under RECORDS."
The accepted term is RECORDS.

XR is the tracing for SEE RELATED.

Example: HOSPITAL EQUIPMENT AND SUPPLIES
XR HOSPITAL PURCHASING

This can be read as "HOSPITAL PURCHASING see related HOSPITAL
EQUIPMENT AND SUPPLIES."
Both terms are accepted.

SAMPLE SUBJECT AUTHORITY CARD

SEE cross reference tracing

NUTRITION DISORDERS

X Malnutrition

2.3. SUBJECT AUTHORITY FILE

Regardless of the origin of the terms you use in subject cataloging the collection, you need to maintain a list of all the terms to ensure that you have not selected variations or synonyms of a term. Maintaining such a list, known as a subject authority file, is especially important when you choose terms from more than one source, such as MeSH for medical materials and Library of Congress subject headings for non-medical materials. It is easily compiled by typing each subject heading plus its cross reference terms on a 3 x 5 card and filing them alphabetically. You should include the source of the term (MeSH, LC, etc.) and the date the term was first used in your catalog in case you need to revise or update the term at a later time. If you use subject heading-subheading combinations, include a card for each one (see p. 26 for information on subheadings). Since this file provides a record of all the subject headings you have used to describe the collection, you can usually complete the subject cataloging process in the work area without checking the main catalog each time you select a term for a new book. Finally when you update or revise the subject headings you can use this listing to pull all the cross reference cards for a deleted term (see p. 29 for information on subject heading revision). The typing rules are the same as for cross reference cards (see p. 23 for example).

Another method is to put a check mark by each term in MeSH as you use it. You then need to pencil in the alphabetical section of MeSH any non-MeSH terms selected and each term-subheading combination; note as well the cross reference terms used. With this method you must transfer the information each year when the new edition of MeSH is available, which makes it rather inefficient over a several year time period.

2.4. SUBJECT HEADINGS FOR PERSONS AND PLACES

Names of specific persons, places, buildings, etc. are not normally included in the published subject thesauri. They may be used as subject headings and penciled into your authority list as necessary. A biography of John A. Jones would require the subject heading JONES, JOHN A.

2.5. SUBHEADINGS

Subheadings provide a mechanism to group together those books on a particular aspect of a subject. For example, if you are interested in Spanish medical dictionaries and you have employed language subheadings in the subject catalog, you will go directly to DICTIONARIES, MEDICAL--SPANISH rather than looking at each dictionary card to find a Spanish language dictionary.

Subheadings are necessary in large collections when the subject catalog becomes so extensive that it is time consuming to locate material on a specific subject. In a smaller collection, subheadings are not as useful, since you might have only one book under a specific subject heading-subheading combination. If you use subheadings, be sure to include a card for each combination in the subject authority file.

If you are obtaining preprinted catalog cards (see the section on Sources of Cataloging Information), the cards will include subheadings. You will not want to spend time deleting the subheadings--this would diminish the advantages of obtaining copy cataloging information. Use the preprinted cards and remember to use subheadings on the occasions when you catalog a book yourself. It is important to be consistent in the use of subheadings so that books on the same subject will be found in the same place in the catalog.

There are four types of subheadings: topical, form, language and geographic.

2.5.1. Topical Subheadings

These are used to divide broad subject categories into specific sections. Examples of these subheadings include analysis, prevention and control, and radiation effects. There are seventy-six topical subheadings listed in MeSH. Some combinations are not allowed, for example, Dog Diseases--therapeutic use. Allowable combinations are designated in the introductory section of MeSH by listing the subheadings with their definition and the category numbers from the categorized section in question. For example, prevention and control may be used with terms listed in categories C, F1, F3, G3 and I1, but not Categories A, B, D, etc. There are six additional topical subheadings which are used only for cataloging monographs: in adolescence, in adulthood, in infancy & childhood, in middle age, in old age, in pregnancy.

2.5.2. Form Subheadings

Form subheadings generally indicate the format of the book. Examples include collected works, encyclopedias, directories, dictionaries, etc. They may be used in conjunction with all subject terms. An example would be POISON CONTROL CENTERS--legislation.

2.5.3. Language and Geographic Subheadings

These subheadings divide the books by the language in which they are written or by the country of the world they discuss. An example of a language subheading is DICTIONARIES, MEDICAL--Spanish while a geographic subheading example would be DIRECTORIES, MEDICAL--Spain. They may be further divided by form headings when necessary. The subject terms that can be used with these subheadings are listed in the introductory section of MeSH. Regardless of the format for the name of a country you select, be consistent (for example, use U.S.S.R. or Russia but not both). If you use language or geographic subheadings, keep a separate authority file so you will use the same format each time.

SAMPLE SUBJECT CARD SHOWING SUBHEADINGS

COMMUNITY HEALTH SERVICES--UNITED STATES--
DIRECTORIES

WX American Hospital Association guide to the
22 health care field.-- 1974- . --
AA1 Chicago : The Association, 1974-
A285 v.
Continues: AHA Guide to the health care field.

1. Community Health Services--United States--
directories 2. Health Occupations--education--
United States--directories 3. Reference Books,
Medical I. Title: Guide to the health care
field

Subheadings are always used in the following order:

Subheadings
┌───────────┐
Subject heading--topical--geographic--form--language

If one type of form heading is not used for a particular book, skip its place and continue the proper order.

Examples: --topical--form--language
 --topical--language
 --form--language

2.6. REVISION OF SUBJECT HEADINGS

Each year the staff of the National Library of Medicine publishes a list of new and revised subject headings in the introductory section of MeSH. The list includes a reference from the new term to the term under which the material formerly appeared (see p.26 for example). You must check the library's subject authority file against the MeSH list of former terms to determine if you have used any of them in your subject cataloging. For each term you have used, you need to examine the books cataloged under that term to find out if the new or revised term affects the subject cataloging. The new term may not affect the material in that subject section, for example, a book cataloged under ULTRAVIOLET THERAPY may not contain information on PUVA THERAPY, a new term added in 1982. In this case, you would not need to revise the subject cataloging for that book. However, if the book primarily concerns PUVA therapy, you would revise the subject heading. To revise the subject heading:

- (1) Change the subject heading on the card in the public catalog subject section to the new term. (The production of various types of cards and where they are filed is discussed in Chapters 7 and 10.)
- (2) Change the subject heading on the shelf list card to the new term so you can pull the entire card set at a later date if necessary.
- (3) Make a card for the subject authority file for the new term.
- (4) Make any new cross reference cards if necessary.
- (5) If you have used a subheading combination with the former term, check these books and proceed through steps 1-4 for any books that are better described by the new term.
- (6) In cases where the former term has been replaced by the new term, not just subdivided as in the example above, you would remove the card for the former form from the subject authority file and all cross reference cards in the public catalog subject section for the outdated term.

SAMPLE SUBJECT HEADING LISTS SHOWING MeSH TERMS REVISED IN 1982

<i>New Heading</i>	<i>Heading under which material on the subject previously appeared</i>
--------------------	--

PULMONARY EOSINOPHILIA	EOSINOPHILIA LUNG DISEASES
SPERM BANKS	INSEMINATION, ARTIFICIAL SEMEN PRESERVATION SPERMATOOZA TISSUE BANK
TENNIS ELBOW	ATHLETIC INJURIES ELBOW ELBOW JOINT SPORTS MEDICINE TENDINITIS TENNIS

<i>Deleted heading</i>	<i>Replaced by</i>
GRADENIGO'S SYNDROME	OTITIS MEDIA

A summary of the steps in the subject cataloging procedure follows:

- 1) Examine the preface, introduction, table of contents, etc. of the book to determine the main topics.
- 2) Using a subject thesaurus, such as MeSH, select subject headings
- 3) Check the library's subject authority file to determine if the term has been used and that the format is the same, i.e. the term has not been revised in MeSH since you last used it.
- 4) Note the selected subject headings on the temporary catalog card.
- 5) If it is a new term for the library's subject authority file, note the cross references.
- 6) Type the subject authority file card including the cross reference tracing structure for all new terms.
- 7) Type the necessary cross reference cards for the public catalog subject section for new terms.
- 8) When you have completed the descriptive cataloging, subject cataloging and classification, type the final master card.

Reproduce the card set (see Chapter 7). If you type each card in the set, be sure to list all the author-title and subject heading added entries at least on the shelf list card so you can pull the entire card set if you should withdraw the book from your collection at a later date. If you reproduce the card set by photocopy or other means, the added entries will automatically appear on each card in the set.

- 9) Type the subject heading above the main entry on each appropriate card in the set.
- 10) File the subject cards and cross reference cards in the public catalog subject section; file the master subject cards for new terms in the subject authority file.

CHAPTER 3: CLASSIFICATION OF BOOKS

Classification is a mechanism to arrange books on similar subjects together on the shelf. This is accomplished by dividing and subdividing knowledge into an organized outline of subject areas called a classification scheme. Each subject area is assigned a combination of letters and numbers to differentiate it from all other subject areas. This is the classification number. It is used in combination with an author number (a number discretely identifying each author) and the date of publication to form the call number. Other elements which may be added to the call number include the physical location of the item, i.e. Pharmacy, Reference Section (abbreviated PHARM., REF.), and the copy number, if you own more than one copy (abbreviated c.2). Thus, the call number uniquely identifies each book in the collection and provides a logical arrangement of the books by subject area.

Example: Farrell, Jane. Illustrated Guide to Orthopedic Nursing. 1982.

WY	General number for nursing	
157.6	Specific number of nursing of musculoskeletal	
F245i	Author/cutter number	system diseases
1982	Date of publication	
c.2	Copy number	

In a hospital library, most readers are looking for a book on a specific subject. A simple, yet effective, method of arranging a small number of books by subject is to divide them by medical specialties, i.e. pediatrics, gynecology, etc. Label a section of the shelf and the book with the name of the specialty to assist the users in locating each subject and to ensure the book is reshelfed in the same place. A simple author designation such as the first three letters of the author's last name may be added if you wish to keep the books in alphabetical order. When it takes the patron more than a minute or two to locate a book in any specialty section, you should consider a more formal classification scheme.

There are two types of formal classification schemes: those that categorize the entire knowledge of the universe and those that deal with only one subject area. The Library of Congress (LC) Classification Scheme and the Dewey Decimal Classification Scheme represent the former,

while the National Library of Medicine (NLM) Classification Scheme illustrates the latter.

There are several advantages to using a published classification scheme:

- (1) It saves you the time and effort of preparing and maintaining a scheme.
- (2) It helps library users to become accustomed to one system as they move from library to library.
- (3) The individuals preparing the scheme are experts and can handle many difficult problems.
- (4) It is reviewed and updated regularly to keep abreast of the developments in the subject areas.

In a hospital library the NLM scheme is the preferred scheme since it covers only this subject area and allows each topic to be more specifically delineated than is possible in a scheme that organizes the entire knowledge of the world, such as the LC scheme. However, there are books on subjects related to medicine, such as biochemistry, psychology, etc, that can be in the hospital library collection. To allow classification of these subjects, the National Library of Medicine agreed with the Library of Congress to use a letter combination for the NLM Classification that was not incorporated into the LC scheme so that there wouldn't be duplication between them. As a result the NLM scheme provides a detailed organization of medicine and the allied fields of dentistry, nursing, hospital administration and the history of medicine that can be used in conjunction with the Library of Congress scheme for all other related materials such as zoology, botany, sociology, etc.

The LC and the NLM schemes are alpha-numeric systems. Each subject division and subdivision is assigned a combination of letters and numbers that are unique to it. The W schedule created for the NLM scheme covers the clinical sciences and allied fields. The general division, W, is then subdivided, a second letter indicating the subdivision. For example, W is Medicine and WA stands for Public Health. Specific topics within each category are designated by numbers, for example, number 22 equals directories, thus WS 22 would be the classification number for a directory of pediatricians (see p. 36 for example).

To find where a specific subject fits into the scheme, use the index. However, do not copy from the index; always turn to the appropriate page in the scheme to be sure you understand why the subject was assigned that number and how it fits into the overall scheme. This is also a check against typographical errors in the index. If more than one number is listed in the index, choose the one that best represents the contents of your books.

SYNOPSIS OF CLASSES

PRECLINICAL SCIENCES

QS	Human Anatomy	QW	Microbiology and Immunology
QT	Physiology	QX	Parasitology
QU	Biochemistry	QY	Clinical Pathology
QV	Pharmacology	QZ	Pathology

MEDICINE AND RELATED SUBJECTS

W	Medical Profession	WK	Endocrine System
WA	Public Health	WL	Nervous System
WB	Practice of Medicine	WM	Psychiatry
WC	Infectious Diseases	WN	Radiology
WD 100	Deficiency Diseases	WO	Surgery
WD 200	Metabolic Diseases	WP	Gynecology
WD 300	Diseases of Allergy	WQ	Obstetrics
WD 400	Animal Poisoning	WR	Dermatology
WD 500	Plant Poisoning	WS	Pediatrics
WD 600	Diseases by Physical Agents	WT	Geriatrics. Chronic Disease
WD 700	Aviation and Space Medicine	WU	Dentistry. Oral Surgery
WE	Musculoskeletal System	WV	Otorhinolaryngology
WF	Respiratory System	WW	Ophthalmology
WG	Cardiovascular System	WX	Hospitals
WH	Hemic and Lymphatic Systems	WY	Nursing
WI	Gastrointestinal System	WZ	History of Medicine
WJ	Urogenital System		

National Library of Medicine Classification,
4th rev. ed., 1981.

National Library of Medicine Classification,
4th rev. ed., 1981, pp.176-178

WS

PEDIATRICS

Classify material on anatomy and physiology of the child in QS or QT. Material on the various body systems in children is classed in the WS table; pediatric works dealing with something other than body systems per se are classed elsewhere (i.e., a book on surgery in children would class in WO 925). It should be noted that while a book dealing with respiratory ailments of childhood classes in WS 280, a book on pneumonia in infants would class with pneumonia, WC 202. Material on schizophrenia in childhood classes in WM 203.

WS 1-141 General
WS 200-463 Diseases of Children

- * 1 Societies (Cutter from name of society)
 Includes ephemeral membership lists issued serially or separately. Classify substantial lists with directories. Classify annual reports, journal, etc., in W1.
- 5 Collections (General)
- 7 By several authors
- By individual authors
- 9 Addresses. Essays. Lectures (General)
- 11 History (Table G)
- 11.1 General coverage (Not Table G)
- 13 Dictionaries. Encyclopedias
- 15 Classification. Nomenclature
- 16 Tables (development, height, nutrition, weight, etc.) Statistics
- 17 Atlases. Pictorial works
 Cf. QZ 17 for tissue pathology of disease.
- * 18 Education. Outlines. Questions and answers. Teachers' instructions.
 Catalogs and discussions of audiovisual materials. Computer assisted instruction
 Classify here works about education and audiovisual materials. Classify textbooks and actual audiovisual materials by subject.
- * 19 Schools, departments, and faculties of pediatrics

- * 20 **Research**
 Classify here works about research in general. Classify works about research on a particular subject, by subject.
- 21 **Pediatrics as a profession. Ethics. Peer review**
- * 22 **Directories (Table G)**
- * 22.1 **General coverage (Not Table G)**
- Institutes**
 Classify here works on public or private services for crippled children which include medical, nursing and hygienic aspects, rehabilitation, etc. Cf. WA 320 for public health aspects.
- 23 **Collective (Table G)**
- 23.1 **General coverage (Not Table G)**
- 24 **Individual (Table G)**
- 25 **Laboratory manuals. Technic**
- 26 **Equipment and supplies**
 e.g., Eating utensils for spastic children
 Classify catalogs in W 26.
- 26.5 **Computers. Automatic data processing**
 Cf. WS 18 Computer assisted instruction. Classify works on use for special subjects by subject.
- Hospitals, dispensaries, etc. (including psychiatric hospitals for children)**
 Classify here works on psychiatric hospitals for children only. Classify works on community mental health services for children in WM 30.
- 27 **Collective (Table G)**
- 27.1 **General coverage (Not Table G)**
- 28 **Individual (Table G)**
- 29 **Hospital staff manuals**
- * 32 **Laws (Table G)**
- * 32.1 **General coverage (Not Table G)**
- * 33 **Discussion of law (Table G)**
- * 33.1 **General coverage (Not Table G)**
- 100 **General work**
- 103 **Normal physical growth and development**

- 105 **Normal mental growth and development. Child psychology**
 Classify works on psychophysiological aspects in WL, e.g., on physiology of sleep in WL 108; on laterality in WL 335; or with the system involved; on vision and visual perception in WW 103-105; on motor skills in WE 103-104.
- 105.5 **Special topics, A-Z**
- .A8 **Attitudes and adjustments (to death, illness, divorce, etc.)**
 - .C3 **Child rearing (Psychological aspects)**
 Classify general works including physiological problems with child care in WS 113.
 - .C7 **Cognition. Fantasy. Imagination**
 - .C8 **Communication. Verbal behavior**
 - .D2 **Decision making. Logic. Thinking. Concept formation.**
 Perception (Psychological)
 Classify works on neurophysiological perception and specific types of perception in WL 705 or with the organ involved.
 - .D3 **Deprivation (economic, parental, etc.) and security**
 - .E5 **Emotions. Frustrations, etc.**
 - .E8 **Evaluation of psychological development (General)**
 - .E9 **External influences (literature, motion pictures, television, war, etc.)**
 - .F2 **Family relations. Birth order. Only child. Twins. Parent-child relations. Father-child relations. Mother-child relations. Sibling relations, etc.**
 - .H2 **Handicapped child (Psychological problems)**
 - .H7 **Hospitalized child**
 Cf. WA 310-320 Maternal and child welfare.
 - .I5 **Interpersonal relations (doctor, peer, stranger, etc.)**
 Cf. WS 105.5.S6 Race relations. Classify works on dentist's relation to the child in WU 480; on nurse's relation to the child in WY 159.
 - .M3 **Mental health**
 Classify works on school mental health in WA 352.
 - .M4 **Morals**
 - .M5 **Motivation**
 - .P3 **Personality development**
 - .P5 **Play**
 - .S3 **Self**
 - .S4 **Sex behavior**
 - .S6 **Social behavior. Social problems. Race relations**
 Cf. WS 105.5.I5 Interpersonal relations.
- 107 **The retarded child. Down's syndrome**
 Classify other material on child psychiatry in WS 350; on education of the mentally retarded in LC 4601-4640; on adult mental retardation in WM 300.
- 107.5 **Special topics when related to the retarded child, A-Z**
- .B4 **Biochemistry. Genetics**
 - .C2 **Case studies. Biographical accounts**
 - .C6 **Communication**
 - .D3 **Development. Prognosis**
 - .F6 **Foster homes**

- Chick Embryo
 Domestic birds SF 767.5
 Wild birds QL 971
Chickenpox WC 572
Chickens
 Anatomy SF 767.P6
 Culture SF 481-503
 Diseases SF 995
 Physiology SF 768.2.P6
Chiggers see Mites QX 483, etc.
• Chilblains see Frostbite WG 530
Child WS
 Abnormal see Child, Exceptional WS 105.5.C3, etc.
 Adopted see Adoption WS 105.5.F2, etc.
 Anesthesia WO 440
 Care and training see Child Care WS 113
 Dentistry see Pedodontics WU 480
 Labor HD 6228-6250
 Nursing see Pediatric Nursing WY 159
 Radiography WN 240
 School child see School Health and Hygiene WA 350-352
 Surgery WO 925
 Tuberculosis see Tuberculosis in Childhood WF 415
Child Abuse WA 320
Child Advocacy WA 320
 Special topics, by subject
Child Behavior WS 105
Child Behavior Disorders WS 350.6
Child Care WS 113
Child Day Care Centers
 Public health WA 310-320
 Sociology HV 851-861
Child Development WS 105
 Educational measurement LB 3051
 Evaluation (General) WS 105.5.E8
 External influences WS 105.5.E9
 Intelligence tests BF 431-433
 Of the mentally retarded child WS 107.5.D3
 Physical see Growth WS 103, etc.
Child Development Disorders WS 350.6
Child, Exceptional
 Education LC 3951-4000
 See also Education, Special LC 3951-4000, etc.
 Rearing (General) WS 105.5.C3
 See also Child Gifted LC 3991-4000, etc.;
 Education of Mentally Retarded LC 4601-4640; Mental retardation WS 107-107.5, etc.
Child, Gifted
 Care WS 113
 Education LC 3991-4000
 Guidance WS 350
 Mental development WS 105
Child Guidance WS 350-350.8
• Child Guidance Clinics WS 27-28
 Directories WS 22
Child Health Services WA 320
 Mother and child WA 310
 In school WA 350
 See also School Health WA 350
Child, Hospitalized WS 105.5.H7
Child, Institutionalized
 Public health aspects WA 310-320
 Retarded child WS 107.5.I4
 Sociological aspects HV 959-1420.5
 See also Child, Hospitalized WS 105.5.H7
Child Nutrition
 Disorders WS 115
 Feeding WS 130
 Requirements WS 115
Child, Preschool
 General works WS 440
 Other topics, by subject within the WS or other schedules
Child Psychiatry WS 350-350.8
 As a career WS 350
 Case studies in mental retardation WS 107.5.C2
Child Psychology WS 105
Child Rearing WS 105.5.C3
 Physiological needs see Child Care WS 113
Child, Unwanted HV 873
 Effect on pregnancy WQ 240
 Parent-child relations WS 105.5.F2
 See also Child Welfare WA 310, etc.
Child Welfare
 Public health aspects WA 310-320
 Sociology HV 701-1420.5
Childbirth see Labor WQ 300-330; Popular works
 WQ 150 under Pregnancy; Natural Childbirth
 WQ 150
Childbirth Injuries see Birth Injuries WS 405;
 Labor Complications WQ 330
Chills see Shivering WB 152; Hypothermia WD 670, etc.; Freezing WH 460, etc.; Frostbite
 WG 530, etc.
Chimpanzee Troglodytes QL 737.P9
 As laboratory animals QY 60.P7
 Diseases SF 997.5.P7
Chin WE 705
 See also Mandible WU 101, etc.
Chinchillas QL 737.R636
 Culture SF 405.C45
 Diseases SF 997.5.C5
Chinese see Mongoloid Race GN 548, etc.
Chinese Liver Fluke see Opisthorchis QX 353
Chiniofon QV 255
Chiropody see Podiatry WE 890
Chiropractic WB 905-905.9
Chiroptera QL 737.C5
 Diseases SF 997.5.B1*
Chitin QU 83
Chitinase QU 136
Chlamydia QW 152
Chlamydia Infections WC 600
 Veterinary SF 809.C45*
 Specific infection, by type
Chlamydiales QW 152
Chloral Hydrate QV 85
Chlorambucil QV 269
Chloramphenicol QV 350
Chlordiazepoxide QV 77.9
Chlorella QK 569.C49

LIBRARY OF CONGRESS CLASSIFICATION

Schedules Useful in Health Sciences Libraries

Non-Medical Material

B	Psychology, Religion
BM	Religion
G	Geography and Anthropology
H	Social Sciences, Economics, Sociology
HQ	Family, Marriage, Woman
HV	Social Pathology
L	Education
LB	Educational Psychology
N	Fine Arts
Q	Science (General)
QA	Mathematics
QC	Physics
QD	Chemistry
QH	Natural History, Microscopy, General Biology
QL	Zoology
QP	Animal Physiology

Related Sciences

SF	Veterinary Medicine
T	Engineering and Technology

3.1. THE CLASSIFICATION PROCESS

There are several general principles of classification that will assist you in your decision making process. There is often only one logical place for an item within the classification scheme; however, some books deal with more than one subject or the subject matter is so new that it is not yet accurately reflected in the classification scheme. These principles can be applied to both the NLM and the LC classification schemes.

- (1) Classify by subject before form. When a book is a surgical atlas, locate the number for surgery in the index, then the specific number for surgical atlases in the surgery schedule. Form designations include dictionaries, encyclopedias, biographies, symposia, etc.
- (2) When a book deals with two different subjects, classify it with the most emphasized subject, i.e. the subject that is the main thrust of the book. If no emphasis is apparent, class it with the more important subject in your collection. If both are equally important, class it with the first subject appearing in the book; for example, a book on coronary disease and congestive heart failure should be classed with the subject dealt with first in the book.
- (3) When a book deals with three or more subjects, class it with the general heading which contains most of the subjects; for example, a book on the duodenum, jejunum, and ileum would be classed with the more general subject small intestine.
- (4) If there is no apparent classification number for the book, check with other health science librarians who subscribe to *Current Catalog* and/or *Notes to Medical Catalogers* to be sure NLM hasn't recently assigned a number to the topic. If not, take the latest MeSH (*Medical Subject Headings*) and locate the topic in the categorical section. Determine the next more general subject category that includes your topic, i.e. move up the subject outline by one level. Check this term in the index to the classification scheme and if there, use its classification number for the book. You might wish to note in your copy of the classification scheme that you have included the narrow topic with the more general subject. Do not create a new number since NLM is continually updating the schedule and may select the same number for a different topic.
- (5) Table G, a listing of the countries of the world, allows subdivision by place. It is included at the beginning of the classification scheme. Geographic subdivisions may be used only with those subjects that are followed by (Table G) in parentheses in the classification scheme (see p. 36 for example). In a small library you may find you do not have enough materials to warrant using geographical subdivisions.

- (6) Observe any special instructions written into the schedule. (See example WS 20 on p. 36.)
- (7) Check the shelf list to ensure similar interpretation of the schedule for each new book.
- (8) Beware of trying to simplify the system by only using the broadest categories. Sooner or later you will find that you are getting too many books in one number. Use the most specific number that covers your book.
- (9) Classify a book where it will be most used by your staff.

In addition to these general principles of classification, there are a few basic rules that are applied when using the NLM scheme. They may also be used with the LC scheme.

- (1) Classify a work on disease with the disease. This will be under the organ or region chiefly affected, regardless of any emphasis on therapy.
- (2) Classify books dealing with a region of the body in WE, the musculoskeletal system schedule.
- (3) Classify numbered congresses in W 3 or individually according to the subject of the congress. Either method is appropriate so long as you are consistent. Unnumbered or one time meetings are classed with the appropriate subject.
- (4) Bibliographies take the call number for their subject area and are then preceded by a Z; for example *Current medical reference* is classed as ZWB 100. (Z = bibliography; WB = the practice of medicine; 100 = general works.)

3.2. AUTHOR DESIGNATION

The author designation is an alphabetical or alpha-numerical symbol that identifies one author from all others. When used in conjunction with the classification number and the date of publication, it forms the call number for the book, which is then a unique designation for that book. In a small collection you can use the first three letters of the author's last name as the author designation. When the collection grows to the size that you are likely to have two authors with the same letter designation in the same classification number, you will want to consider using a more formal system for the author number.

The Library of Congress devised a simple table which is useful for medium-sized collections. For last names of authors beginning with vowels (and s) followed by consonants:

Consonants	b	d	l	m,n	p	r	s,t
	2	3	4	5	6	7	8

For Last names of authors beginning with consonants followed by vowels (or r):

Vowels	a	e	i	o	r	u	y
	3	4	5	6	7	8	9

To use this table select the first letter of the last name of the first author. Determine the number for the second letter in the author's last name. If no number seems immediately appropriate, select the lower number of the two between which the second letter of the author's last name would fall. If you have assigned the combination already, use the lower number or add another digit to differentiate the two authors. Thus, for Andrews the author symbol would be A5; for Gellis G4; etc. For Thayer you would use T4; since h is between e (4) and i (5), you would select the lower number 4.

Libraries with large collections would use the *Cutter Sanborn Three Figure Author Table*. In this table numbers have been assigned to combinations of letters in an alphabetical sequence. You would identify the first three letters of the last name of the first author. Look this alphabetical combination up in the table and use the number assigned that combination. The first letter of the initial definitive word of the title can be added to the Cutter number to differentiate the various books by one author. The Cutter number for Farrell, Jane. *Illustrated Guide to Orthopedic Nursing* would be F245i.

EXAMPLE OF THE CUTTER SANBORN
THREE FIGURE AUTHOR TABLE:

242	Farrar	247	Fars
243	Farrar, J.	248	Fas
244	Farrar, S.	249	Fass
245	Farre	251	Fast
246	Farri	252	Fat

In summary, to classify a book:

- (1) Determine the subject of the book. If the subject is one with which you are not familiar and reading the table of contents, the preface and other introductory material does not fully enlighten you, discuss it with a subject expert on your staff, i.e. a physician, nurse, medical technologist, etc. They will not classify the book for you but can help you to understand the subject matter thoroughly enough to make a classification decision.
- (2) Determine why the author wrote the book, i.e. the purpose of the book. Is it a textbook or a compilation of reports from a meeting?
- (3) For whom did the author write the book? Is it a surgical text addressed to nurses rather than physicians?
- (4) Select the classification number.
- (5) Check the shelflist to make sure other books in this number are on the same subject.
- (6) Determine the author number, i.e. the Cutter number, for the book.
- (7) Note the call number on the catalog card.
- (8) Label the spine of the book, the inside cover, the book card and book pocket with the complete call number.

CHAPTER 4: SERIALS

Serial publications are defined as those that are published at regular or irregular intervals, issued in successive parts with a numerical or chronological designation and intended to be published indefinitely. The term "serials" can include magazines, journals, periodicals, annuals, reports or bulletins of societies, and numbered monographic series.

Many hospital librarians do not catalog or classify their serial titles. Instead, they prepare an alphabetical list of the titles and make this readily available for the users. Some catalog the serials, but do not classify them. In this case a card appears in the public catalog; however, the designation "serial" is shown in the call number area rather than a call number. Still other librarians catalog and classify each title. The decision must be based on the number of titles you receive and the amount of bibliographic control required to facilitate your patron's use of the collection. If you have fewer than 50 titles, you probably do not need to catalog or classify your serials.

If you wish to catalog your serials, the general rules for cataloging monographs apply also to serial items; however, the publication pattern of serials requires several special rules. The main differences are as follows:

- (1) When the title or the corporate body under which the serial is entered changes name during the course of publication, the old catalog record is closed (see the first example on p. 45) and a new record is created under the new title. A note links the former title to the new title.
- (2) The author/editor information, if included, is shown in a note on the serial catalog card rather than in the author area as for the monograph.
- (3) The serial main entry card should list which volumes are in the library's collection or indicate where this information may be found, such as in a serials holdings list.

4.1. DESCRIPTIVE CATALOGING OF SERIALS

4.1.1. Main Entry

The main entry of a serial is generally under the title, since this is the most common means by which serials are identified. Very rarely would a serial be entered under a personal author or under the corporate body with which it is associated.

The main entry of the serial publication is typed on the fourth line down from the top of the catalog card and indented ten spaces from the left hand edge of the card. If the main entry continues to a second line, the indentation is twelve spaces.

4.1.2. Numeric and/or Alphabetic Designation Area

This area includes the first and last volume numbers that were published as well as their respective dates of publication.

Example: Vol. 1, no. 1 (Jan. 1964)-v.10,
no.12 (Dec. 1973)

If the serial is still being published, list the first volume number and the first date. When a title changes name, use the first volume number assigned to the new title.

Example: Vol. 15, no. 1 (Jan. 1974)-
(title changes, but volume numbering continues)

If you do not own all of the volumes that have been published, list the full information in the volumes published area and indicate which volumes are in the library's collection in a drop note, on a second catalog card or in your serials holding list.

Example: NOTE: Library has vol. 1-3, 8-10

SECOND CARD

Card 2

(Type in main entry of the serial)

Library has those that are checked

1960	1970	1980	1990
1961	1971	1981	1991
1962	1972	1982	1992
1963	1973	1983	1993
1964	1974	1984	1994
1965	1975	1985	1995
1966	1976	1986	1996
1967	1977	1987	1997
1968	1978	1988	1998
1969	1979	1989	1999

Card 2

(Type in main entry of the serial)

Library has those that are checked:

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	100

The numeric designation (volumes published) appears after the title of the serial. It is preceded and followed by a period, space, dash, dash, space.

4.1.3. Publication Area

The publication area includes the place of publication, the name of the publisher, and the publication date for the first issue of the serial.

Example: Baltimore : Williams & Wilkins, 1981-

The name of the publisher appears immediately after the numeric/alphabetic designation area. The publication date is followed by a hyphen which indicates ongoing publication of the serial.

4.1.4. Physical Description Area

This area can be used to describe the completed serial set, i.e. a title which ceased publication. The set is referred to in volumes rather than pages since there will be many series of paginations within a set. The description area may also include an indication of illustrations. If the title is still being published, note a "v." in this area, leaving three spaces to fill in the total number of volumes when the title ceases.

Example: 12 v. : ill.

v. : ill.

The physical description area is typed at the twelfth space from the left (fifteenth space for v.).

4.1.5. Note Area

Since there are often irregularities in the publication patterns of serials, notes are essential to indicate the frequency of publication, title changes, inclusion of special supplements, etc.

4.1.5.1. Frequency of Publication

Example: Monthly.

4.1.5.2. Irregularities in the Numbering Pattern

Example: Issues for 1974-75 also called v. 1-2; issues for 1976- do not include volume numbering.

4.1.5.3. Linking Titles

When the title changes (whether or not the numbering changes) use the note "Continued by: (and list the name of the new title)." On the catalog card for the new title use the note "Continues: (and list the former title)."

When a title is divided into two or more new titles, use the note "Split into: (and list the names of the new titles)." On the catalog card for the new titles, use the note "Continues in part: (and list the former title)."

If two titles join together, use the note "Formed by the union of: (title) and, (title)." On the catalog card for the former titles, use the note "Merged with: (and list the other titles included in the merger), to become: (new title)."

4.1.5.4. Supplements

Irregular supplements may be listed as notes.

Examples: Supplements accompany some volumes.
Supplements accompany v. 6 and v. 10

If the supplement is published regularly and likely to be known by itself, it should be cataloged as a separate serial. If there is a particular supplement or special publication that is very important, you may wish to catalog it as a separately published monograph. The title of the serial appears in the series area of the catalog card. The call number would remain the same as the designation for the serial of which it is a part.

Example:

W1 World Conference on Mental Hospitals (2nd :
BR867 1974 : New York)
supp.15 The organization and development of mental
1976 hospitals : proceedings of the second world
 conference, New York, December 2-8, 1974 /
 editor, K. Price. -- New York : Summit Books,
 1976.
 xv, 190 p. (British journal of mental
 health. Supplement ; 15)

 1. Hospital Administration 2. Hospitals,
 Psychiatric I. Price, Kenneth II. Title
 III. Series

EXAMPLES OF SERIALS CATALOG CARDS

W1 The Year book of cardiology. --
YE205 1976- . -- Chicago : Year
 Book Medical Publishers, 1976-
 v. : ill.
 Continues: The Year book of cardiovascular
 medicine.
 For volumes in library see Serials Holdings
 List.

1. Cardiology--yearbooks 2. Cardiovascular
Diseases--yearbooks 3. Cardiovascular
Diseases--surgery--yearbooks

W1 Journal of pediatric ophthalmology and
J0791 strabismus. -- Vol. 15, no. 1 (Jan./Feb.
 1978)-
 . -- Thorofare, N. J. : Slack, 1978-
 v. : ill.
 Continues: Journal of pediatric
 ophthalmology.
 For volumes in library see Serials Holdings
 List.

1. Eye Diseases--in infancy & childhood--
periodicals 2. Strabismus--periodicals

4.2. SUBJECT CATALOGING OF SERIALS

The subject cataloging rules for serials are basically the same as those for monographs. In serials subject cataloging, you choose only one or two general terms from MeSH that describe the main thrust of the journal. You do not want to categorize specific topics from the volumes in hand since future volumes may concentrate on different aspects of the main subject. The subheadings such as Periodicals and Yearbooks listed in the introductory section of MeSH may be useful additions to the subject headings since this will bring like forms of publication on specific topics together in the subject catalog.

Example: Pediatrics--periodicals

Surgery--yearbooks

4.3. CLASSIFICATION OF SERIALS

In small hospital libraries serials are generally not classified, but rather shelved alphabetically by title. You can put the designation Serial in the call number location to direct the user to the appropriate shelving location. When shelving the journals you need to decide whether you will use the articles included in the title or ignore them. In all cases ignore the initial article.

Alphabetization of Journal Titles

Using articles

Example: American Journal of Medicine
American Journal of the Medical Sciences

Example: Journal of Pediatrics
Journal of the American Medical Association

Not using articles

Example: American Journal of the Medical Sciences
American Journal of Medicine

Example: Journal of the American Medical Association
Journal of Pediatrics

If you wish to classify your serials, the form number is W 1 regardless of subject. This is followed by the first two letters of the title and an arbitrary number that will allow them to be shelved alphabetically by title. The abbreviated Cutter Table discussed on p. 42 is useful for determining the number for alphabetical arrangement.

Example: American Journal of Medicine: W1 AM 506 V. 15 1974

CHAPTER 5: CATALOG CARD SET

All of the cards relating to one book or serial are called a card set. The number of cards per set varies according to the number of added entries for a particular item. From the master card which contains all the cataloging information, i.e. the author, title, subject headings, call number, etc., you will need to reproduce the following cards to create the catalog card set.

5.1. MAIN ENTRY CARD.

This is the basic card for the set in that the person, corporate body, or the title (the main entry) indicated on the top line of the card is the primary means of identifying the work. Since the work is most likely to be known by the main entry, any temporary notes for the user should be pencilled onto this card. These notes could include "Lib. keeps latest ed. only," "Lib. has vol. 1, vol. 3, vol. 5--others not yet published," etc. The main entry card is an exact copy of the master card.

5.2. BIBLIOGRAPHIC ADDED ENTRY CARDS

5.2.1. Title Card

If the main entry is under a person or a corporate body, type the title of the book or serial on the line above the main entry. If the title is the main entry, you will not need an additional title card in the card set.

5.2.2. Author Card(s)

If the main entry is under the title, at the top of the master card, type the name of the author(s), editor(s), or corporate body(s) listed in the statement of responsibility (see title and statement of responsibility area explanation on p. 11). If the main entry is under a person or a corporate body, and there is more than one person or corporate body associated with the book or serial, make an additional card for the second and third authors.

5.2.3. Series Card

The name of the series and the volume number (if any) is typed above the main entry.

5.2.4. Other Bibliographic Cards

Other added entries or bibliographic elements that might be used to identify the book or serial are typed above the main entry.

5.3. SUBJECT ADDED ENTRY CARDS

Copies of the master card are made for each subject heading used to describe the contents of the book. The subject heading is typed above the main entry; some libraries type the subject heading in red or in capital letters to distinguish it from bibliographic added entries.

5.4. SHELF LIST CARD

Once the master card has been used for reproduction of added entry cards, it becomes the shelf list card. It is now used to provide a record of the complete holdings of the library. These cards are filed separately from the bibliographic and subject cards and used primarily by the library staff. They are filed by classification number so you can take them to the shelf and do an inventory of the collection. You can note the date of purchase of the book, the cost of the book, the book dealer's name or the donor, if it is a gift. This information may be of use to a patron who wishes to procure a copy of the book or to the librarian if she needs to replace or purchase an additional copy of the item. In case of fire, flood, etc. it will provide a complete listing of the contents of the collection--if you can save it! In addition, when you withdraw the records for a lost or outdated book, you may wish to file the shelf list card in a withdrawn section of the shelf list catalog to preserve the bibliographic and procurement information in case you later decide to replace the book or the donor inquires about his gift. You would note on the card the date of withdrawal, the reason, and the disposition of the item.

Occasionally, you may need more than one catalog card in order to include all of the information. In this instance, use a second card. Note on the bottom of the first card that the information is continued on card 2. Type the call number, the main entry, and the title on the second card to identify it as a continuation of the record for that

item. A second card is often needed when complete holdings information for serials is given on the catalog card (see examples on p. 46).

Figure on page 56: CATALOG CARD SET: BOOKS

WS GALLAGHER, J. Roswell
460 Medical care of the adolescent / J.
G135m Roswell Gallagher, Felix P. Heald, Dale C.
1976 Garell. -- 3d ed. -- New York : Appleton-
Century-Crofts, 1976.
xxi, 774 p. : ill.

MAIN ENTRY CARD
(AUTHOR CARD)

WS GALLAGHER, J. Roswell
460 Medical care of the adolescent / J.
G135m Roswell Gallagher, Felix P. Heald, Dale C.
1976 Garell. -- 3d ed. -- New York : Appleton-
Century-Crofts, 1976.
xxi, 774 p. : ill.

TITLE CARD

GARELL, Dale C.
WS GALLAGHER, J. Roswell
460 Medical care of the adolescent / J.
G135m Roswell Gallagher, Felix P. Heald, Dale C.
1976 Garell. -- 3d ed. -- New York : Appleton-
Century-Crofts, 1976.
xxi, 774 p. : ill.

AUTHOR CARD

AUTHOR
CARD

WS GALLAGHER, J. Roswell
460 Medical care of the adolescent / J.
G135m Roswell Gallagher, Felix P. Heald, Dale C.
1976 Garell. -- 3d ed. -- New York : Appleton-
Century-Crofts, 1976
xxi, 774 p. : ill.

SUBJECT
CARD

ADOLESCENCE
WS GALLAGHER, J. Roswell
460 Medical care of the adolescent / J.
G135m Roswell Gallagher, Felix P. Heald, Dale C.
1976 Garell. -- 3d ed. -- New York : Appleton-
Century-Crofts, 1976.
xxi, 774 p. : ill.

SHELF LIST
CARD

WS GALLAGHER, J. Roswell SL
460 Medical care of the adolescent / J.
G135m Roswell Gallagher, Felix P. Heald, Dale C.
1976 Garell. -- 3d ed. -- New York : Appleton-
Century-Crofts, 1976.
xxi, 774 p. : ill.
1. Adolescence I. GARRELL, Dale C.
II. HEALD, Felix P. III. Title

Purchased 1/4/76 \$24.75
Purchased copy 2 2/6/76 \$24.75
Replaced c. 1 & 2 10/6/76 \$28.50 each

CATALOG CARD SET: SERIALS

W1 Journal of pediatric ophthalmology and
JO791 strabismus. -- Vol. 15, no. 1 (Jan./Feb. 1978)-
. -- Thorofare, N. J. : Slack, 1978-
v. : ill.
Continues: Journal of pediatric ophthalmology.

MAIN ENTRY CARD
TITLE CARD

EYE DISEASES--IN INFANCY AND CHILDHOOD-- PERIODICALS

W1 Journal of pediatric ophthalmology and
JO791 strabismus. -- Vol. 15, no. 1 (Jan./Feb. 1978)-
. -- Thorofare, N. J. : Slack, 1978-
v. : ill.
Continues: Journal of pediatric ophthalmology.

SUBJECT
CARD

STRABISMUS--PERIODICALS

W1 Journal of pediatric ophthalmology and
JO791 strabismus. -- Vol. 15, no. 1 (Jan./Feb. 1978)-
. -- Thorofare, N. J. : Slack, 1978-
v. : ill.
Continues: Journal of pediatric ophthalmology.

SUBJECT
CARD

SL

W1 Journal of pediatric ophthalmology and
JO791 strabismus. -- Vol. 15, no. 1 (Jan./Feb. 1978)-
. -- Thorofare, N. J. : Slack, 1978-
v. : ill.
Continues: Journal of pediatric ophthalmology.
For volumes in library see Serials Holdings
List.

SHELF
LIST
CARD

1. Eye Diseases--in infancy & childhood--
periodicals 2. Strabismus--periodicals

CHAPTER 6: SOURCES OF CATALOGING INFORMATION

Original cataloging, while challenging and interesting, is very time consuming and expensive. To minimize the time expended in this area, whenever possible, you should purchase preprinted catalog cards or copy your cataloging information from another institution or commercial source. When copying the information you will need to type the master card and reproduce the card set. This section describes several sources for purchase of printed cards, cataloging information to copy and methods of reproduction of the card set. Resources for cataloging of health sciences materials are emphasized.

6.1. PREPRINTED CATALOG CARDS

6.1.1. MARCIVE

Preprinted card sets for any of the titles in the National Library of Medicine's (NLM) CATLINE database can be purchased from MARCIVE, a cooperative automated library system. CATLINE includes cataloging information for items cataloged at NLM from 1965 to the present. In addition, catalog cards with Library of Congress and U.S. Government Printing Office Monthly Catalog information can be purchased.

The library wishing to order cards must first deposit a profile form with MARCIVE, Inc. Once the profile is on file, cards are ordered by submitting the National Library of Medicine catalog "citation" number, the Library of Congress Card Number (LCCN), or the International Standard Book Number (ISBN). Complete card sets, in filing order, can be purchased. In addition, the library can order book spine labels as well as labels for book pockets.

Prices (subject to change) are:

Catalog Cards	\$.085 each
NLM Database Use	.18 per title
Labels (Spine, Pocket, Book Card)	♦02. each
Handling	.40 per order

Complete information on this service can be obtained from:

MARCIVE, Inc.
P.O. Box 12408
San Antonio, TX 78212
(800) 531-7678

See samples on p. 59.

MARCIVE sample card and labels:

WE	Jones, Norman L.
103	Clinical exercise testing. - 2nd
J78c	ed. / Norman L. Jones, E.J. Moran
1982	Campbell. - Philadelphia : Saunders,
	1982.
	viii, 268 p. : ill.
	Rev. ed. of: Clinical exercise
	testing / Norman L. Jones ... [et
	a.]. 1975.
	1. Exercise Test. 2. Exertion.
	I. Title. II. Campbell, E. J. Moran
	(Edward James Moran).
	M-8215798
	81-50621
	MARCIVE®
ISBN 0-72165225-5	

WE
103
J78c
1982

WE	Jones, Norman L.
103	
J78c	Clinical exercise
1982	testing.

6.1.2. Medical Library Service, Inc.

Preprinted card sets with cataloging information from the *NLM Current Catalog* and the *NLM Proof Sheets* are available from Medical Library Service, Inc. To order, send author, title, publisher, and year of publication in either list or card form. A complete card set is \$2.59; there is a minimum order of \$20.00.

Complete information on this service can be obtained from:
Medical Library Service, Inc.
364 Green Hill Road
Madison, Conn. 06443
(203) 245-1388

6.2. SOURCES FOR COPY CATALOGING

6.2.1. Cataloging in Publication

This project began in 1971 when the Library of Congress began to provide participating publishers with cataloging information on forthcoming books. The information is printed in front of the book, usually on the back of the title page.

The National Library of Medicine is participating in the project by contributing NLM subject headings and classification numbers for biomedical titles. The NLM headings and call numbers appear in brackets following the designation DNLM.

Since catalogers must work from advance copy or gallery proofs, the cataloging information is sometimes inaccurate so you should verify the information before producing cards. The information provided is briefer than needed for full cataloging, but complete information can be obtained from the book, i.e., the subtitle, joint authors, editors, publishing information, and physical description.

Example:

Library of Congress Cataloging in Publication Data

Main entry under title:

Pediatric cardiac dysrhythmias.

(Clinical cardiology monographs)

Includes index.

I. Arrhythmia in children. I. Gillette, Paul C.
II. Garson, Arthur. III. Series. [DNLM:

1. Arrhythmia—In infancy and childhood.

2. Electrophysiology—In infancy and childhood.

3. Heart—Physiology. WS 290 P371]

RJ426.A7P42 618.92'128 81-2395

ISBN 0-8089-1332-8 AACR2

6.2.2. NLM Current Catalog

The National Library of Medicine's *Current Catalog* contains complete cataloging information for the books and serials which the NLM and a few other large biomedical libraries have processed for their collections within a given time period. When looking for a book or a serial title in *Current Catalog*, you need to begin with the date of publication of the item and work chronologically forward until you find the item, since

the library may not have acquired and cataloged it until 1982, even though it was published in 1979. *Current Catalog* is published quarterly with annual and five year cumulations. Full cataloging information appears only in the author section. If information is copied from *Current Catalog* it must be rearranged somewhat to conform to card format. You must type a master card and reproduce it. (See example on p. 62-64.)

The Medical Library Association issues, on a weekly basis, the *NLM Current Catalog Proof Sheets*. This publication allows libraries to obtain NLM cataloging information on a more frequent basis than is possible with the quarterly issues of *Current Catalog*.

MONOGRAPHS - NAME AND TITLE SECTION

1981 CUMULATION

par M. Rapin . [et al] -- Paris . New York . Masson.
1978 . viii, 136 p . ill. Limited cataloging. Cover title
Techniques de reanimation et de soins intensifs
I. Critical Care - methods 2. Resuscitation - methods
I. Rapin, M. (Maurice)
ISBN 2-225-48444-9
04NLM: Y196

Cit. No. 8111943

AB Leo Rhodia see Leo Rhodia, AB

L'abces see Fues, Henri.

The ABCs of diabetes see Jorgensen, Caryl Dow
A.B.P. see Associação Brasileira de Psiquiatria

ABPI see Association of British Pharmaceutical Industry

ACHA see American College of Hospital Administrators

ACHA Task Force X. An examination of shared services
/ ACHA Task Force X. -- Chicago: American College
of Hospital Administrators, 1974. iv, 51 p. Limited
cataloging.
1. Hospital Shared Services I. Title
04NLM: BB2250

Cit. No. 8103402

ACS see Association of Clinical Scientists

ACSCEQ see National Research Council of Canada.
Associate Committee on Scientific Criteria for
Environmental Quality

ACS symposium series . 94 see Monitoring toxic
substances

ACS symposium series . 97 see Xenobiotic
metabolism : in vitro methods

ACS symposium series . 101 see N-nitrosamines

ACS symposium series . 106 see Immobilized
microbial cells

ACS symposium series . 123 see Chemical
deterioration of proteins

ACS symposium series . 125 see Aminocyclitol
antibiotics

ACS symposium series . 126 see Fungal
polysaccharides

ACS symposium series . 128 see Cell surface
glycolipids

ACS symposium series . 136 see Pesticide analytical
methodology

ACS symposium series . 140 see Inorganic chemistry
in biology and medicine

ACS symposium series . 143 see Citrus nutrition
and quality

ACS symposium series . 149 see Chemical hazards
in the workplace

ADARF see Addiction Research Foundation of Ontario

AED see Academy for Educational Development

AEI see American Enterprise Institute for Public Policy
Research

AEI symposia . 80C see National health insurance

AEI symposia . 81B see Drugs and health

A.F.B. see American Foundation for the Blind

AGARD advisory report no. 72 on spinal injury after
ejection see Auffret, R.

AGI see Alan Guttmacher Institute

Hospital Association

AHA Committee on Hospital Chaplaincy see American
Hospital Association. Committee on Hospital Chaplaincy

AICPA see American Institute of Certified Public
Accountants

AID see United States. Agency for International
Development

AIHP see American Institute of the History of Pharmacy

AIRAC see All-Industry Research Advisory Committee

ALA see American Lung Association

AMS see Akademiia meditsinskikh nauk SSSR

ANA publication code . G-147 2M 12/80 see New
directions for nursing in the '80s.

ANA publication code . MCH-12 2M 10/80 see
American Nurses' Association. Scope of Practice Task
Force.

ANA publication code . NE-10 2M 4/81 see
American Nurses' Association. Commission on Nursing
Education.

ANA publication code . NE-10 5M 4/81 see
American Nurses' Association. Commission on Nursing
Education.

ANA publication code . NP-63 35M 12/80 see
American Nurses' Association. Congress for Nursing
Practice.

ANA publication ; no. see ANA publication code ;

ANL see Argonne National Laboratory

ANP see Applied Nutrition Programme (Annam, India)

A.N. Richards Symposium (1980 : Philadelphia, Pa.).
Angiotensin converting enzyme inhibitors : mechanisms
of action and clinical implications / edited by Zola P.
Horowitz. -- Baltimore : Urban & Schwarzenberg, 1981.
xn, 451 p . ill. Proceedings of the A.N. Richards
Symposium, sponsored by the Physiological Society of
Philadelphia, May 8-9, 1980.
1. Hypertension - drug therapy - congresses 2.
Kininase II - antagonists & inhibitors - congresses
3. Proline - therapeutic use - congresses 1. Horowitz,
Zola P. II. Physiological Society of Philadelphia.
III. Title
ISBN 0-8067-0821-2.
04NLM: W3 R114 1980a
0XNLM: [QU 68 A103a 1980]
Cit. No. 8011786 (rev. CIP)

A.N. Richards Symposium (20th : 1978 : King of Prussia,
Pa.). Prostaglandins in cardiovascular and renal function
: proceedings of 20th annual A.N. Richards Symposium
of the Physiological Society of Philadelphia. King of
Prussia, Pennsylvania, May 8-9, 1978 / edited by
Alexander Scriabine, Allan M. Lefer, and Frederick A.
Kuehl, Jr. -- New York : SP Medical & Scientific, c1980.
498 p . ill. --
1. Cardiovascular System - physiology - congresses
2. Kidney - physiology - congresses 3.
Prostaglandins - physiology - congresses 1. Kuehl,
Frederick A. II. Lefer, Allan M. III. Scriabine,
Alexander, 1926-. IV. Physiological Society of
Philadelphia. V. Title VI. Series: Monographs
of the Physiological Society of Philadelphia . v
ISBN 0-89335-082-0. LC: 79-26776
04NLM: W1 MO569QY 20th 1980
0XNLM: [QU 90 A531 1978p]
Cit. No. 7911862 (rev. CIP)

A.N. Richards Symposium (21st : 1979 : Valley Forge, Pa.).
The effects of taurine on excitable tissues : proceedings
of the 21st Annual A.N. Richards Symposium of the
Physiological Society of Philadelphia, Valley Forge.

MONOGRAPHS - SUBJECT SECTION

1981 CUMULATION

0XNLM [W1 900 A1345 1980]
Cit. No. 8009081 (rev. CIP.)

Wackenheim, A. (Auguste). Atlas of pathological computer tomography / A. Wackenheim, L. Jeanmart, A.L. Baert -- Berlin : New York : Springer-Verlag, 1980. v. ill. Cover title. Order of author's name on t.p. varies ISBN 0-387-09879-8 (U.S. v.1). Contents: v. 1. Craniocerebral computer tomography -- v. 2. Abdominal computer tomography.
04NLM: WN 17 W115a 1980
Cit. No. 8000079 (rev. CIP.)

RADIONUCLIDE IMAGING

Abdomen / edited by Abbas Alavi, Peter H. Arger -- New York : Grune & Stratton, c1980. xi, 448 p. : ill. -- (Multiple imaging procedures. v. 3)
04NLM: W1 MU3971 v.3 1980
0XNLM: [W1 900 A1345 1980]
Cit. No. 8009081 (rev. CIP.)

SURGERY

Elbaz, J. S. Plastic surgery of the abdomen / J.-S. Elbaz, G. Flageul ; with the collaboration of J.C. Dardour [et al.] -- New York : Masson Pub. USA, c1979. 110 p. : ill. Translation of: Chirurgie plastique de l'abdomen 1977.
04NLM: W1 900 E37c 1977a Cit. No. 8105782

Prcic, Midhat. Abdominalna hirurgija : dijagnostika, morfologija, klinika, komplikacije i terapija (operativna i medikamentozna) akutnih stanja abdomena, hroničnih stanja abdomena, traume abdomena / Midhat Prcic. -- Sarajevo : Svjetlost, 1978. 459 p. : ill.
04NLM: W1 900 P921a 1978 Cit. No. 8101892

Voprosy gnoizoi khirurgii : sbornik nauchnykh rabot kafedry fakul'tetskoi khirurgii / [redaktsionnaia kollegiia, B.F. Golis (otv. red.), A.A. Aksel'rod, V.I. Iaz]. -- Kishinev : Shtiintsa, 1976. 146 p. : ill. Limited cataloging.
04NLM: W169 Cit. No. 8105882

SURGERY - CASE STUDIES

Schein, Clarence J., 1918-. Introduction to abdominal surgery : fifty clinical studies / Clarence J. Schein. -- Hagerstown [Md.] : Harper & Row, 1981. xiv, 521 p. : ill.
04NLM: W1 900 S319i 1981
Cit. No. 8004441 (rev. CIP.)

ABDOMEN, ACUTE

DIAGNOSIS

De Dombal, F. T. Diagnosis of acute abdominal pain / F. T. de Dombal. -- Edinburgh : New York : Churchill Livingstone, 1980. 170 p. : ill.
04NLM: W1 900 D278d 1980 Cit. No. 8103129

Sreenivas, V. I. (Venkatachala I.). Acute disorders of the abdomen : diagnosis and treatment / V.I. Sreenivas. -- New York : Springer-Verlag, c1980. xix, 200p.
04NLM: W1 900 S774a 1980
Cit. No. 8007489 (rev. CIP.)

RADIOGRAPHY

Chartier, P. L'abdomen sans preparation chez l'adulte : technique et semiologie elementaire / Ph. Chartier, J.P. Monnier et J. Ruman. -- Paris : Expansion scientifique française, c1978. 87 p. : ill. -- (Monographies de radiologie ; 15) Limited cataloging.
04NLM: AA2166 Cit. No. 8105311

THERAPY

Sreenivas, V. I. (Venkatachala I.). Acute disorders of the abdomen : diagnosis and treatment / V.I. Sreenivas. -- New York : Springer-Verlag, c1980. xix, 200p.
04NLM: W1 900 S774a 1980
Cit. No. 8007489 (rev. CIP.)

ABDOMINAL INJURIES

Kalisch, Jules R. Abdominal injuries / by Jules R. Kalisch, Harold Williams -- New York : Bender, 1973. 1 v. (loose-leaf) ill. -- (Courtroom medicine ; v. 10)
04NLM: W 32.5 AA1 C8 1962 v.10 Cit. No. 8101690

ABDOMINAL NEOPLASMS

DIAGNOSIS

Brascho, Donn J. Abdominal ultrasound in the cancer patient / Donn J. Brascho, Thomas H. Shawker -- New York : Wiley, c1980. xv, 414 p. : ill. -- (Wiley series in diagnostic and therapeutic radiology) A Wiley medical publication.
04NLM: W1 970 B823a 1980 Cit. No. 8100095

ABDOMINAL WALL

SURGERY

Hernias of the diaphragm and abdominal wall : discussions in surgical management / Sirosos S. Shirazi, with 6 contributors -- Garden City, N.Y. : Medical Examination Pub. Co., 1981. 170 p. : ill.
04NLM: W1 930 H559 1981
Cit. No. 8006070 (rev. CIP.)

ABNORMALITIES

Langman, Jan. Medical embryology / Jan Langman -- 4th ed. -- Baltimore : Williams & Wilkins, c1981. xi, 384 p. : ill.
04NLM: QS 604 L284m 1981
Cit. No. 8010662 (rev. CIP.)

Smith, David W., 1926-. Recognizable patterns of human deformation : identification and management of mechanical effects on morphogenesis / by David W. Smith -- Philadelphia : Saunders, 1981. xii, 151 p. : ill. -- (Major problems in clinical pediatrics ; v. 21)
04NLM: W1 MA492N v.21 1981
0XNLM: [QS 675 S644r 1981]
Cit. No. 8010712 (rev. CIP.)

CONGRESSES

The Fetus and the newborn / editors, Arthur D. Bloom, L. Stanley James ; associate editor, Natalie W. Paul -- New York : Liss, c1981. x, 273 p. : ill. -- (Birth defects. Original article series ; v. 17, no. 1) Annual review of birth defects : 1980. Proceedings of the 1980 Birth Defects Conference, sponsored by the March of Dimes Birth Defects Foundation at the Sheraton Centre New York, New York City.
04NLM: W1 B1966 v.17 no.1 1981
0XNLM: [QS 675 F424 1980]
Cit. No. 8102353 (rev. CIP.)

Klinische Genetik in der Pädiatrie : 2. Symposium in Mainz / herausgegeben von J. Spranger und M. Tolksdorf ; mit Beiträgen von E. Albert. -- [et al.] -- Stuttgart : Thieme, 1980. xiii, 249 p. : ill. Limited cataloging.
04NLM: BB1478 Cit. No. 8102879

ETIOLOGY

Dysmorphology, the study of birth defects / David W. Smith, guest editor. -- New York : Insight Pub. Co., 1981. 56 p. : ill., ports. -- (Pediatric annals, ISSN 0091-4481 ; v. 10, no. 6) Pages also numbered 202-238.
04NLM: W1 PE163N v.10 no.6 1981
0XNLM: [QS 675 D998 1981] Cit. No. 8107472

Lyzwa-Prawecka, Maria. Toksoplazmoza jako czynnik ryzyka wewnątrzmacicznego uszkodzenia płodu / Maria Lyzwa-Prawecka. -- Warszawa : Warszawska Akademia Medyczna, 1979. 85, [23] p. : ill. Praca habilitacyjna--Instytut Położnictwa i Ginekologii w Warszawie. Bibliography. p. 65-85.
04NLM: WC 725 L999i 1979 Cit. No. 8102042

SERIALS - NAME AND TITLE SECTION

1981 CUMULATION

- Academia Republicii Populare Române. see *Revue de physique*
- Academia Republicii Socialiste România see also Academia Republicii Populare Române
- Academia Scientiarum Polonia see Polska Akademia Nauk
- Academic psychology bulletin. -- [Livonia, Mich.] Michigan Psychological Association. v. Began with v. 1, May 1979. Description based on: v. 2, no. 2 (June 1980); title from cover. ISSN 0193-1709 = Academic psychology bulletin.
1. Psychology - periodicals I. Michigan Psychological Association
ISSN 0193-1709
04NLM: W1 AC33P Cit. No. 8109355
Price: 10.00 per year (subscription)
- Academic science. R & D funds, fiscal year ... -- [Washington, D.C.] : National Science Foundation. v. : ill. -- (Surveys of science resources series / National Science Foundation) Began with: 1977/78. NSF 81-301, etc. Description based on: 1979; title from cover.
1. Research Support - statistics I. National Science Foundation (U.S.) II. Series: Surveys of science resources series
04NLM: W1 AC33T Cit. No. 8103438
- Academic science, scientists and engineers / National Science Foundation. -- Jan. 1979- -- [Washington, D.C.] : The Foundation, [1979]- v. : ill. -- (Surveys of science resources series) Continues: Human resources for scientific activities at universities and colleges. NSF. 79-328, etc. Title from cover.
1. Engineering - United States - statistics 2. Research Support - statistics 3. Science - United States - statistics 4. Universities - United States - statistics I. National Science Foundation (U.S.) II. Series
04NLM: W2 N37a Cit. No. 8102979
- Académie de la République populaire roumaine see Academia Republicii Populare Române
- Académie des sciences (France). see *Comptes rendus des séances de l'Académie des sciences. Série D, Sciences naturelles.*
- Académie des sciences (France). see *Comptes rendus des séances de l'Académie des sciences. Série III, Sciences de la vie.*
- Académie internationale de médecine légale et de médecine sociale see International Academy of Legal Medicine and Social Medicine
- Académie polonaise des sciences see Polska Akademia Nauk
- Académie suisse des sciences médicales see Schweizerische Akademie der Medizinischen Wissenschaften
- Academy of Dentistry for the Handicapped. see *Special care in dentistry*
- Academy of Medical Sciences of the USSR see Akademia meditsinskikh nauk SSSR
- Academy of Ophthalmology, New Orleans see New Orleans Academy of Ophthalmology
- Academy of Pharmaceutical Sciences. Directory / Academy of Pharmaceutical Sciences, American Pharmaceutical Association. -- [Washington, D.C.] : American Pharmaceutical Association. v. Began with: 1967. Called also: Academy of Pharmaceutical Sciences directory. Description based on: 1980-1981; title from cover. Summary: Membership directory. Also contains lists of members by Academy sections and by states. Each entry gives name and address.
1. Pharmacists - United States - directories 2. Reference Books, Medical I. Title II. Title
Academy of Pharmaceutical Sciences directory
04NLM: QV 22 AAI A16d Cit. No. 8112966
- Academy of Pharmaceutical Sciences directory see Academy of Pharmaceutical Sciences.
- Academy of Sciences, Paris see Académie des sciences (France)
- Accademia internazionale di medicina legale e di medicina sociale see International Academy of Legal Medicine and Social Medicine
- Accademia svizzera delle scienze mediche see Schweizerische Akademie der Medizinischen Wissenschaften
- Accidents of motor carriers of passengers. -- [Washington] : U.S. Dept. of Transportation, Federal Highway Administration, Bureau of Motor Carrier Safety. v. : ill. Began with: 1973/74. Continues: Accidents of class I motor carriers of passengers. Description based on: 1978; title from cover. ISSN 0147-6904 = Accidents of motor carriers of passengers.
1. Accidents, Traffic - United States - periodicals I. United States. Bureau of Motor Carrier Safety
ISSN 0147-6904
04NLM: W2 A B8702a Cit. No. 8106321
- Acta bio-medica see L'Ateneo parmense. Acta bio-medica
- Acta bio-medica de L'Ateneo parmense organo della Società di medicina e scienze naturali di Parma -- Vol. 52, n. 1- -- Parma, Italia. La Società, 1981- v. : ill. Articles in Italian; summaries in English and Italian. Continues: L'Ateneo parmense. Acta bio-medica.
1. Medicine - periodicals I. Società di medicina e scienze naturali di Parma II. Title: L'Ateneo parmense
04NLM: W1 AC7631P Cit. No. 8106323
- Acta biotechnologica. -- Vol. 1, no. 1- -- Berlin Akademie-Verlag. [c1981]- v. : ill. Articles and summaries in English, German or Russian. Edited at the Institute of Technical Chemistry of the Academy of Sciences of the G.D.R., Leipzig and the Institute of Technical Microbiology, Berlin. Vol. 1, no. 1 preceded by v. 0, no. 0, 1980, issued by the Institute of Technical Chemistry of the Academy of Sciences of the G.D.R. and the Institute of Enzymology and Technical Microbiology of the Ministry of Chemical Industry of the G.D.R. Title from cover.
1. Biomedical Engineering - periodicals 2. Microbiology - periodicals 3. Technology - periodicals I. Akademie der Wissenschaften der DDR. Institut für Technische Chemie. II. Institut für Enzymologie und Technische Mikrobiologie (Germany). III. Institut für Technische Mikrobiologie (Berlin, Germany).
ISSN 0138-4988
04NLM: W1 AC764M Cit. No. 8111477
- Acta de odontologia pediátrica. -- Vol. 1, no. 1 (jun. 1980)- -- Santo Domingo, República Dominicana : Centro de Odontología Pediátrica, [1980]- v. : ill. Articles in English or Spanish; summaries in both languages. Official publication of the Centro de Odontología Pediátrica. Title from cover.
1. Pedodontics - periodicals I. Centro de Odontología Pediátrica (Santo Domingo, Dominican Republic)
04NLM: W1 AC789M Cit. No. 8112880
Price: 7.00 per year (subscription)
- Acta embryologiae et morphologiae experimentalis. New series. -- Vol. 1, no. 1 (Apr. 1980)- -- [Palermo] 'Halocynthia' Association, 1980- v. : ill. Continues: Acta embryologiae experimentalis.
1. Embryology - periodicals 2. Histology - periodicals
ISSN 0391-9706
04NLM: W1 AC795ED Cit. No. 8108943

6.2.3. CATLINE

CATLINE is the National Library of Medicine (NLM)'s CATalog-onLINE. It contains cataloging information for serials and books cataloged at NLM. The *National Library of Medicine Current Catalog Proof Sheets* and the *National Library of Medicine Current Catalog* are printed sources of cataloging information derived from the CATLINE database. CATLINE is updated weekly and therefore contains the most up-to-date representation of NLM's cataloging.

Libraries which are MEDLARS online search centers can search for cataloging information in CATLINE. Many hospital libraries are willing to do searches for other libraries, so CATLINE can be used as a source of copy cataloging information even if your library is not an online center. Check with the individual search centers (listed in the *PSRMLS Directory of Health Sciences Libraries*) for price information.

Cataloging records in CATLINE can be located by searching for author, title, or subject, just as in a card catalog. When requesting a CATLINE search, indicate the edition and publication date as well for the item you need to catalog. The cataloging information can be printed in catalog card format:

PROG:

1
CANCER MEDICINE / EDITED BY JAMES F. HOLLAND, EMIL FREI, III, IN
COLLABORATION WITH 184 CONTRIBUTORS. -- 2ND ED. -- PHILADELPHIA :
XXIV, 2465 P. : ILL.

1. MEDICAL ONCOLOGY I. FREI, EMIL, 1924- II. HOLLAND, JAMES F.,
1925-

ISBN 0-8121-0603-2.

LC: 81-8382

04NLM: QZ 200 C21536 1982

NLM SL: (C.1 REF.) (C.2 GEN. COLL.) (C.3 GEN. COLL.)

CIT. NO. 8104022 (REV. CIP)

You must transfer this information to the catalog card, have a card set reproduced, and type the added entries. Note that the call number is given at the bottom of the printout, after "04NLM:"--the call number is "QZ 200 C21536 1982." You will want to place the call number as usual in the upper left corner of the catalog card.

CHAPTER 7: CATALOG CARD REPRODUCTION

7.1. CATALOG CARD REPRODUCTION SERVICES

These companies will reproduce your master card as many times as you wish. You must type the added entries on the top of each added entry card. For complete information contact:

Library Reproduction Service
The Microfilm Company of California, Inc.
1977 S. Los Angeles Street
Los Angeles, CA 90011
(213) 749-2463
Price: \$.08 per copy, \$15.00 minimum

Card Copy
Station E, Box 13286
Oakland, CA 94661
(415) 482-2600
Price: \$.02 per original plus \$.05 per copy;
no minimum

7.2. PHOTOCOPIERS

Some models of photocopy machines can be adapted to reproduce catalog cards. Blank, multistrip catalog cards are available for use with some models; other models feature a paper tray adaptor for catalog cards. You type master cards and reproduce them by photocopy. Then you type the added entries on the top of each card. Contact your local photocopier company representative for further information concerning the adaptability of your equipment. Xerox and Sharp are two companies offering machines which will reproduce catalog cards.

7.3. SMALL STENCIL DUPLICATORS

Duplicators vary from manual handstamping equipment to fully automatic stencil duplicators. Most companies provide the paper supplies, ink, etc., as well as the equipment. You must type a master card, reproduce it as many times as needed and type the added entries on each appropriate card. Small stencil duplicators are available through the various library supply houses.

7.4. TYPING

You may type each card for the card set, and then type the added entries on the appropriate cards. This method is not recommended as it is quite time consuming.

CHAPTER 8: FILING CATALOG CARDS

There are two ways to arrange a card catalog.

DICTIONARY CATALOG: All cards (author, title and subject) are interfiled in one alphabet.

DIVIDED CATALOG: Author and title cards are interfiled with each other, but they are separate from the file of subject cards.

In general, it is easier to file cards in a DIVIDED CATALOG and it is also easier for your patrons to use since there are fewer cards in each part of the alphabet.

The following basic rules should be used in either type of catalog:

- (1) Arrange the cards in an alphabetical sequence, filing word by word and letter.

Example: New York
Newman

Example: Hospital Management
Hospital Topics
Hospitals

- (2) Arrange abbreviations and numbers as if these were spelled out.

Example: Dr. (as Doctor)
101 (as one hundred one)

- (3) Disregard the initial articles *a*, *an*, and *the*.

- (4) Disregard punctuation marks and the apostrophe.

Example: Bailey, Thomas
Bailey's Text on Anatomy

- (5) File a name that has a prefix as a single word.

Example: Le Sage (as Lesage)

- (6) Names beginning with "Mc" should be filed as if spelled "Mac."

Example: McHenry
MacMillan

- (7) If two words are hyphenated, they are considered as two separate words.

Example: Radiation-level (as radiation level)

- (8) If you have more than one edition, file the most current edition first, then the older edition(s) in reverse chronological order.

Example: Textbook of Pediatrics, 8th ed.
Textbook of Pediatrics, 7th ed.

- (9) Conferences are filed in chronological order.

Example: International Symposium on Medical Chemistry
(4th : 1974 : Noorwikderhout, The Netherlands)
International Symposium on Medical Chemistry
(5th : Paris : 1976)

The main thing to remember is to *be consistent*. A copy of your filing rules should be available to patrons and to your staff. The American Library Association publishes the *A.L.A. Filing Rules*, which you can purchase (see Appendix).

CHAPTER 9: CATALOGING STATISTICS

Cataloging statistics are important to maintain so that you can account for the staff hours utilized in this activity, and also to allow an analysis of the growth and development of the collection.

The first objective can be met by timing the cataloger to learn how many minutes it takes to complete one item. You may wish to separate out the cataloging time, the card reproduction time, the filing time, etc., particularly if various people complete these tasks. Also, it is best to keep track of the time invested in several items and then average this time to derive a good estimate for the time per item. Multiply this figure by the number of items cataloged during the year to find the total amount of time spent on cataloging during the year.

EX. 1 item = average of 20 minutes

100 items were cataloged during the year

$20 \times 100 = 2000$ minutes during the year

$2000 \text{ divided by } 60 = 33.3$ hours during the year

$33 \text{ divided by } 12 = 2.7$ hours per month

Collection development can be monitored by keeping a count of the number of items classified in each NLM and, if often used, LC schedule. Totaling the slash marks for any one schedule, such as WS--Pediatrics will reveal how many books were added to the collection in that subject area for the last year. Comparing the totals for the various schedules will show how the subject areas are growing in relation to each other. Totaling the slash marks for all the schedules shows how many books were added to the collection for the year. If you subtract the number of items lost or withdrawn during that year from this figure, it can then be added to the total number of books in the collection for the previous year to derive a grand total of books held by the library.

In keeping these statistics you may wish to differentiate between the title count and the volume count. For example, you catalog one title, but you add four volumes to the shelf, since it is published in four parts. This is very common in serial titles, but also occurs in monographs.

Cataloging Statistics

Month _____

MONOGRAPHS

SCHEDULE	TITLES	VOLUMES
W	_____	_____
WA	_____	_____
WB	_____	_____
WC	_____	_____
WD	_____	_____
WE	_____	_____
WF	_____	_____
WG	_____	_____
WH	_____	_____
WI	_____	_____
WJ	_____	_____
WK	_____	_____
WL	_____	_____
WM	_____	_____
WN	_____	_____
WO	_____	_____
WP	_____	_____
WQ	_____	_____
WR	_____	_____
WS	_____	_____
WT	_____	_____
WU	_____	_____
WV	_____	_____
WX	_____	_____
WY	_____	_____
WZ	_____	_____

SERIALS

New titles added _____

Number volumes bound _____

OTHER MATERIALS

NUMBER WITHDRAWN _____

Monographs _____

Serials _____

NUMBER REPLACED _____

Monographs _____

Serials _____

TOTAL ADDED YEAR TO DATE

	Monographs	Titles	Volumes	Serials	Titles	Volumes
Last year	_____	_____	_____	_____	_____	_____
This year	_____	_____	_____	_____	_____	_____

TOTAL COLLECTION

(Includes withdrawn & replaced figures)

	Titles	Volumes
Monographs	_____	_____
Serials	_____	_____

CHAPTER 10: LABELING BOOKS AND JOURNALS

All materials should be properly stamped upon arrival in the library, unless they are approval copies of monographs. Books should be stamped on each edge as well as the inside cover. The ink stamp should read "Library" and the name of the institution. Journal issues should be stamped on the front cover with a stamp reading "Library," and the name of the institution. Stamp the date on the journal as well. This is a convenient way to determine approximately what day of the month that journal normally arrives (for patron information or claiming purposes).

It is easiest to prepare the book pocket, book card, and spine label for the item when you are typing catalog cards. The book pocket and the book card show the same information: the call number, author, title, edition, date of publication and the copy number if applicable. The left hand sample shows a complete call number; the right hand sample has an abbreviated call number (see the classification section for further information about call numbers). Note on the left hand example, "c.2" in the call number. This indicates the library owns two copies of this book, and this is copy 2. Only the last name of the author is necessary; but do list the complete title in case the author has written two books with similar titles. It is essential to be consistent in listing this information since these cards serve to identify the book when it is borrowed and returned. When an item is returned, you will match the circulation record, i.e., the book card, with the book pocket and remove this record from your outstanding circulation files. Book pockets are pasted inside the back hard cover of the book. A date due slip can be pasted on the opposite page or inserted in the book pocket.

Sample Circulation/Book Cards

WX	Heyden
218	Intensive care in
H6151	the acute hospital.
1980	
c.2	

WS	Dewitt
200	Pediatrics. 10th ed.
DEW	1981

WX	Heyden
218	Intensive care in
H6151	the acute hospital
1980	
c.2	

WS	Dewitt
200	Pediatrics. 10th ed.
DEW	1981

The spine of the book is labeled with the call number. It may be printed on the spine with ink or typed on a label.

If your journals are classified, the call number is handwritten in ink on the upper right hand corner when the journal is checked off on the journal holding records. When a volume is bound the title of the journal, the volume number, the date, and the call number are printed on the spine. The binder will usually provide this imprinting as part of the binding process.

Supplies for labeling books and journals are available from companies specializing in library supplies.

APPENDIX: PRICE LIST AND ORDERING INFORMATION
(Prices subject to change)

A.L.A. Filing Rules, 1980

Publisher: American Library Association
Order Department
50 E. Huron St.
Chicago, IL 60611

Price: \$4.00

Anglo-American Cataloging Rules, 2nd ed., 1978.

Publisher: American Library Association
Order Department
50 E. Huron St.
Chicago, IL 60611

Price: \$20.00, Paperback edition \$12.50

Cutter-Sanborn Three Figure Author Table, 1969 revision

Publisher: Libraries Unlimited
Box 263
Little, CO 80160
(303) 770-1220

Price: \$16.00

Library of Congress Classification Schedules

Publisher: Library of Congress
Purchase from: Gale Research Co.
Book Tower
Detroit, MI 48226
(313) 961-2242

Write for information on price and availability of specific schedules.

Library of Congress Subject Headings, 9th ed., 1980

Publisher: Library of Congress
Cataloging Distribution Service Division
Bldg. 159, Navy Yard Annex
Washington, D.C. 20541

Available in a print edition. Also published is *Subject Headings in Microform*, which is available in 96-frame microfiche and 16-millimeter microfilm.

Medical Subject Headings (MeSH), published annually

Publisher: National Library of Medicine
Purchase from: Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

National Library of Medicine Classification, 4th rev. ed., 1981.

Publisher: National Library of Medicine
Purchase from: Superintendent of Documents
Government Printing Office
Washington, D.C. 20402
Stock No. 017-052-00222-8
Price: \$16.00

National Library of Medicine Current Catalog

Annual Cumulations: 1982 \$45.00, Stock No. 017-052-002384
1981 \$30.00, Stock No. 017-052-00230-9
1980 is out-of-print
1979 \$55.00, Stock No. 017-052-00211-2
1978 is out-of-print
1977 \$31.00, Stock No. 017-052-00190-6

Quarterly Cumulations: 4, three-month quarterly cumulations,
\$25.00 (GPO Code NLCQ)

Publisher: National Library of Medicine
Purchase from: Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

Notes for Medical Catalogers is published in the quarterly issues; an annual cumulation of the *Notes* is distributed by the National Technical Information Service.

National Library of Medicine Current Catalog Proof Sheets

Publisher: Medical Library Association
919 N. Michigan Avenue
Suite 3208
Chicago, IL 60611
Price: \$58.00/year, issued weekly

Nursing Thesaurus: A Guide to the Use of Nursing Subject Headings in the International Nursing Index

Publisher: Editor, International Nursing Index
American Journal of Nursing Co.
555 West 37th St.
New York, NY 10019
Price: \$4.00